

UC Davis Personnel Policies for Staff Members

Employment

Section 40, Holiday

Date: 8/21/06

Supersedes: 11/7/01

Responsible Department: Human Resources

Source Document: UC PPSM 40

40.A. GENERAL

Note 1--December Holidays. A department may close on the work days between Christmas and New Year's if authorized by a dean or vice chancellor. An employee must use vacation, compensatory time, or leave without pay, unless the department authorizes him/her to work during the closure. See Policy 43.G for special rules on the use of vacation during a closure.

Note 2--Holiday Dates. See Policy & Procedure Manual Section 200-05.

40.B. ELIGIBILITY

Note 1--Definition of Time on "Pay Status" for Holiday Pay Calculations. Time on pay status includes any period of time for which an employee receives pay for time worked, excluding holidays. This includes compensatory time off, time on paid leave, sick leave, extended sick leave, vacation, administrative leave with pay, or military leave with pay.

Note 2--Definition of "Full-Time" and "Part-Time." For the purposes of this policy and procedure, a full-time employee is one who is on pay status for 100% of the available work hours in the period for which holiday pay is being calculated. A part-time employee is one who is on pay status less than 100% of the available work hours in the period for which holiday pay is being calculated.

Note 3--Full-Time Exempt and Non-Exempt Employees. Full-time employees receive 8 hours of pay for each holiday, regardless of the number of hours in their normal workday. Unlike sick and vacation leave, the amount is not based on the number of working hours in the pay period.

Note 4--Part-Time Exempt Employees. Part-time exempt employees receive holiday pay for each holiday, whether or not they were scheduled to work on the holiday. Holiday pay is proportional to the employee's appointment percentage. If the observed holiday falls on the employee's day off, the supervisor shall schedule an alternate day off within the same pay period.

Note 5--Part-Time Non-Exempt Employees. Part-time non-exempt employees who are on pay status for 50% or more receive holiday pay for each holiday whether or not they were scheduled to work on the holiday. Departments may calculate holiday pay mathematically as follows:

Non-exempt employees:

Available work hours = hours in period - holiday hours

Holiday credit = (time on pay status/available work hours) * holiday hours

Exempt Employees:

Holiday credit = appointment percent * holiday hours

Hours in period can be determined by counting 8 hours for each Monday-Friday in the period. Period is the month for monthly employees, the quadriweekly cycle (B1+B2) for bi-weekly employees. The hours in the month for monthly employees can be looked up on payroll calendars. The number is always 160 hours for bi-weekly employees

Holiday hours equals the number of holidays in a period multiplied by 8.

See Note 1 for the definition of pay status.

Examples using the formula:

A monthly non-exempt employee who works 128.25 hours in a 184 hour month with 1 holiday earns 5.83 hours of holiday pay. $(128.25/176 [184 \text{ hour month} - 8 \text{ hours of holiday}] = 0.7287 * 8 = 5.83)$

A monthly exempt employee with an 80% appointment in a 176 hour month with 3 holidays earns 6.40 hours of holiday pay per holiday, 19.20 hours of holiday pay total for period. $(80\% * 8 = 6.40 * 3 = 19.20 \text{ total})$

A bi-weekly non-exempt employee who works 144 hours in a quadriweekly cycle with 1 holiday in the B1 period earns 7.58 hours of holiday pay, which should be paid using an EDLR to apply to the pay to the B1 cycle. $(144/152 [160 \text{ hours in cycle} - 8 \text{ hours of holiday}] = 0.9472 * 8 = 7.58)$

Note 6--Part-Time Non-Exempt Biweekly Employees. The quadriweekly cycle begins on the first day of the first biweekly (B1) pay period and ends on the last day of the following (B2) pay period. The number of hours of holiday pay for the entire quadriweekly cycle is calculated at the end of the B2 pay period to determine time on pay status. On campus, departments can use the Payroll/Personnel System EDLR screen to enter B1 holiday hours at the end of the B2 pay period.

40.C. PROVISIONS

Note 1--Maximum Holiday Compensation. The employee will never earn more than 8 hours holiday pay or compensatory time for any holiday, regardless of the number of hours in their normal work day.

Note 2--Alternate Work Schedule--Holiday Falls on Workday. If a non-exempt employee is scheduled to work more than the number of hours covered by holiday pay, and the employee does not work, the employee receives holiday pay and uses vacation, compensatory time, or leave without pay for the remainder. If the employee works on the holiday, the employee receives regular pay for all hours worked plus holiday pay.

Note 3--Alternate Work Schedule--Holiday Falls on Day Off. The supervisor determines whether to give the employee holiday pay or another day off, and assigns the day to be taken off.

40.D. PROVISIONS APPLICABLE TO NON-EXEMPT EMPLOYEES ONLY

Note 1--Compensation for Holiday Work. Certain health care titles receive premium pay when required to work on some holidays other than December 25. Contact UCDHS Compensation Services for a list of eligible titles and holidays.