

UC Davis Personnel Policies for Staff Members

Leaves

Section 2.210.III.H, Holidays (PPSM 40)

Date: 3/29/12

Supersedes: 8/21/06

Responsible Department: Human Resources

Source Document: UC PPSM 2.210.III.H

2.210.III.H. 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 2.210.III.B.6 for special rules on the use of vacation during a closure.

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

2.210.III.H.1. 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. Time on pay status includes compensatory time off, time on paid leave, sick leave, extended sick leave, vacation, all administrative leaves 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 whose appointment is 100%. A part-time employee is one whose appointment is less than 100%.

Note 3--Full-Time Exempt and Non-Exempt Employees. Eligible full-time employees receive 8 hours of pay for each holiday

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.

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 minus holiday hours

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

Exempt Employees:

Holiday credit = appointment percent multiplied by 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. $(128.25/176 [184 \text{ hour month minus } 8 \text{ hours of holiday}] = 0.7287 \text{ multiplied by } 8 = 5.83)$

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. $(80\% \text{ multiplied by } 8 = 6.40 \text{ multiplied by } 3 = 19.20 \text{ total})$

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. $(144/152 [160 \text{ hours in cycle minus } 8 \text{ hours of holiday}] = 0.9472 \text{ multiplied by } 8 = 7.58)$

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.

Note 7—Special Considerations for Furlough Appointments. For Furlough Only. When determining whether an employee has been on pay status on the last work day before the holiday, the last scheduled work day before the furlough period begins is the date used. Likewise, when determining whether an employee will be on pay status on the first scheduled work day after the holiday, the first day scheduled to resume work is the date that will be used.

2.210.III.H.3. ADDITIONAL 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. See 2.210.III.H.3.a for Christmas Day (December 25) 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.

Note 4--Compensation for Holiday Work for Non-Exempt Employees Only. Certain health care titles receive premium pay when required to work on some holidays other than Christmas Day (December 25). Contact UCDHS Compensation Services or Campus Compensation Services for a list of eligible titles and holidays.