

# **POLICIES AND PROCEDURES FOR TIME AND ATTENDANCE HOLIDAY**

## **POLICY SUMMARY**

Employees are eligible to receive holiday pay in accordance with the nature of their appointment and in adherence to specific policy or collective bargaining agreements.

There are thirteen (13) holidays observed by the University as administrative holidays:

New Year's Day	Martin Luther King, Jr. Day
President's Day	Cesar Chavez Day
Memorial Day	Fourth of July
Labor Day	Veteran's Day
Thanksgiving Day	Friday following Thanksgiving Day
December 24	December 25
December 31	

Unless an alternate day is designated by the University, when a holiday falls on Saturday, the preceding Friday is observed as the holiday, and when the holiday falls on Sunday, the following Monday is observed as the holiday.

## **RELATED POLICIES, CONTRACT ARTICLES AND REFERENCES**

A. Personnel Policies for Staff Members (PPSM) – employees not covered by representation

- [PPSM 40 – Holidays](#)
- [PPSM 43 – Leave of Absence](#)

B. [Collective Bargaining Agreements](#)

## **CRITERIA**

### **ELIGIBILITY**

#### **Full-Time Non-Exempt Employees**

- Employees covered by CX,RX,TX, HX, and FF must be on pay status 50% of the adjusted working hours for the month to be eligible to receive holiday pay.

- Non-represented employees (99) and those represented by SX, EX, NX, K7, PA are not required to be on pay status 50% of the adjusted working hours for the month to be eligible to receive holiday pay.
- Eligible employees must be on pay status their last scheduled working day before the holiday and the first scheduled working day after the holiday.
- Eligible employees on an approved leave of absence, a temporary layoff or furlough which does not exceed twenty calendar days, including holidays, shall be eligible to receive holiday for any holiday occurring during that period.
- A newly hired or terminating employee may be eligible to receive holiday pay based upon the policy or collective bargaining agreement.
- No employee shall be eligible for compensation for any holiday which is immediately preceded by or followed by an unauthorized, unpaid absence or disciplinary action.
- A full-time employee, regardless of FLSA exemption status, who temporarily reduces their time to less than full-time receives holiday pay according to the number of hours on pay status (minus the holiday) for the month in which the holiday occurred. Refer to the [Holiday Pay for Part-Time Employees Chart](#), to determine the number of hours the employee is eligible to receive.

### **Part-Time Non-Exempt Employees**

- To be eligible for holiday pay, a part-time non-exempt employee must be on pay status at least one-half of the working hours of the month, excluding the holiday hours.
- An eligible part-time non-exempt employee shall receive proportionate holiday pay based on total hours on pay status in the month, excluding holiday hours.
- Eligible employees must be on pay status their last scheduled working day before the holiday and their first scheduled working day after the holiday.
- Non-represented employees (99) and those represented by CX,RX,TX,K7 and FF who meet the eligibility criteria and on an approved leave of absence, a temporary layoff or furlough which does not exceed twenty calendar days, including holidays, may be eligible to receive holiday for any holiday occurring during that period.
- No employee shall be eligible for compensation for any holiday which is immediately preceded by or followed by an unauthorized, unpaid absence or disciplinary action.
- A newly hired or terminating employee may be eligible to receive holiday pay based upon the policy or collective bargaining agreement.

### **Exempt Employees**

- A full-time exempt employee receives holiday pay if they are on pay status in the week in which the holiday falls.

- A part-time Exempt employee receives holiday pay in proportion to the percentage of their appointment.

## COMPENSATION FOR HOLIDAYS NOT WORKED

- Full-time exempt and non-exempt employees who meet eligibility criteria receive 8 hours of holiday pay for each holiday, regardless of the number of hours in their scheduled workday.
- Part-time exempt and non-exempt employees who meet eligibility criteria receive proportionate holiday based upon total hours on pay status in the months, excluding holiday hours. Refer to the [Holiday Pay for Part-time Non-Exempt Employees chart](#) to determine hours of holiday pay.
- A full-time or part-time employee whose regular day off falls on a holiday receives either another day off or holiday compensation.

## COMPENSATION FOR HOLIDAYS WORKED

- Premium pay shall be provided to employees who work on specific holidays as defined within policy and collective bargaining agreements. In addition, an eligible employee shall receive either holiday pay at the regular straight-time rate including any shift differential or another day off within the same workweek.
- Otherwise, employees who work on an observed holiday shall be paid regular pay for all hours worked. In addition, an eligible employee shall receive either holiday pay at the regular straight-time rate, including shift differential, or another day off within the same workweek.
- If an employee who is scheduled to work on a holiday becomes sick, the employee is eligible only for holiday pay.
- Refer to the [Holiday Table by Policy Group](#) and policy or collective bargaining agreement for additional information

## ALTERNATE WORK SCHEDULE

### Full-time employees

- Full-time employees working an alternate work schedule are entitled to the same number of holidays and the same number of paid holiday hours as are granted to regularly scheduled employees. In anticipation of holidays, with sufficient advance notice to the employee, a manager may temporarily adjust the work schedule to a regular work schedule during the week in which the holiday falls.
- Full-time employees whose normal workday falls on a holiday, shall receive no more than eight (8) hours holiday pay. If the employee's work schedule normally exceeds eight (8) hours for the day:
  - Non-Exempt employees may use vacation for the additional hours to equal the work schedule. -OR- the employee may work additional hours within the work week to make up the difference.
  - Exempt employees are not required to use vacation hours to cover the additional hours.

## Part-time employees

- Non-exempt part-time employees with alternate fixed or variable appointment work schedules earn holiday pay proportionate to their hours on pay status (minus the holiday). Refer to the [Holiday Pay for Part-time Non-Exempt Employees chart](#) to determine holiday pay hours for part-time employees.
- In *any* month in which there is a holiday, a part-time non-exempt employee must be on pay status half the working hours of the month, excluding holiday hours, to receive holiday pay. Special attention should be paid to a part-time employee on an alternate work schedule because there are some months in which the employee would fall below half the working hours of the month, thereby becoming ineligible for holiday pay. It is important for the employee and supervisor to agree in advance on the hours for the month in which there will be a holiday when this situation occurs. With approval, an employee could use vacation hours and/or work additional hours to meet the criterion of being on pay status at least one-half the adjusted working hours for the month.
- Exempt part-time employees earn holiday pay according to their percentage appointment.

## MULTIPLE PART-TIME APPOINTMENTS

- For multiple part-time appointments, the total pay status hours are combined to determine the total hours the employee will be paid. Once the holiday hours are determined the holiday is paid for in each unit, proportionate to the pay status hours for that appointment.

## HOLIDAY PAY WHILE ON EXTENDED SICK LEAVE (ESL)

- If a full-time employee is on ESL receiving 80% pay, holiday pay is paid at 80%. If a full-time employee is on ESL, supplemented by vacation or sick leave receiving 100% pay, holiday pay is paid at 100%.

## ILLNESS WHEN SCHEDULED TO WORK ON HOLIDAY

- If an employee who is scheduled to work on a holiday becomes sick, the employee is eligible only for holiday pay.

## SPECIAL RELIGIOUS HOLIDAY

- An employee may observe a special or religious holiday, provided work schedules permit and provided that time off is charged to accrued vacation, accrued compensatory time, or is without pay.

## CAMPUS CLOSURE

- Refer to [Campus Closure-Questions and Answers](#) for information regarding the impact of the closure on holiday pay.

## PROCESS OVERVIEW

## METHODS OF RECORDING HOLIDAY

## **Paper Based System**

- Exempt employees do not record holiday hours.
- Non-Exempt employees shall record holiday hours on or during the week of the observed holiday and denote the hours as holiday hours.
- For employees with alternate work schedules, hours are recorded on the holiday according to accrual eligibility. Hours recorded can not exceed accrual eligibility nor exceed the total holiday hours for the month.

## **CruzPay Process**

- Exempt employees do not record holiday hours.
- Non-Exempt employees shall record holiday hours on, or during the week of the observed holiday by using the “Holiday” pay code.
- For employees with alternate work schedules, hours are recorded on the holiday according to accrual eligibility. Hours recorded can not exceed accrual eligibility nor exceed the total holiday hours for the month.

## **HR SERVICE TEAM REP (HRSTR) PROCEDURE**

### **Paper Based System**

- Non-Exempt Employees: Validate on the Attendance, Leave Use and Accrual Record that the holiday pay recorded is appropriate to the employee’s appointment, hours of work in the month, and is consistent with the specific policy or provision for the employee.
- Exempt Employees: Exempt employees do not record holiday hours.

### **CruzPay Process**

- Pay rules built into the system generally calculate eligible holiday hours for non-exempt employees per provisions of personnel policy and collective bargaining agreements. Special attention should be give to employees on LWOP before and/or after a holiday. The system will generate an exception message for validation.
- Non-Exempt Employees: Will receive an exception message advising them of the number of eligible holiday hours to enter. Validate the employee entered the holiday hours correctly. Work with HR-System Administrators if a correction to the holiday hours needs to be overwritten.
- Exempt Employees: Exempt employees do not record holiday hours.

## **HELP / FORMS / RESOURCES**

[2008 HOLIDAY PAY FOR PART-TIME NON-EXEMPT EMPLOYEES](#)

[2009 HOLIDAY PAY FOR PART-TIME NON-EXEMPT EMPLOYEES](#)

[2009 HOLIDAY TABLE BY POLICY GROUP](#)

[2010 HOLIDAY PAY FOR PART-TIME NON-EXEMPT EMPLOYEES](#)