

UCOP Human Resources Procedures 40 -- HOLIDAYS

I. POLICY REFERENCES

UC-PPSM 32, Overtime
UC-PPSM 40, Holidays
Online Payroll Time Reporting (PTR) System Manual

II. GENERAL

The following holidays are observed by the University:

New Years Day	(January 1)
Martin Luther King’s Birthday	(Third Monday in January)
Presidents Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)
Labor Day	(First Monday in September)
Veterans Day	(November 11)
Thanksgiving Holiday	(Fourth Thursday and Friday in November)
Winter Holiday	(December 24 – or announced equivalent and December 25)
New Years Eve	(December 31 – or announced equivalent)
Administrative Holiday	(Designated by Senior VP, Business and Finance)

III. ELIGIBILITY

A. Full-Time Employees

Full-time employees earn eight (8) hours of pay for each holiday that falls within the monthly or bi-weekly pay period, regardless of the number of hours in their normal work day. Monthly employees’ holiday pay amount does not vary with the number of working hours in the month (as do sick and vacation leave).

B. Part-Time Non-Exempt Employees

The following table may be used to determine “proportionate” holiday pay. Use paid hours in a month, excluding holiday, on-call, and overtime hours, to determine the number of hours of holiday pay. When more than one holiday occurs in a monthly or quadriweekly cycle, multiply Hours of Holiday Pay by the number of holidays for which the employee is eligible.

HOURS ON PAY STATUS¹
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128-hour month ²	136-hour month ²	144-hour month ²	152-hour month ²	160-hour month ²	168-hour month ²	176-hour month ²	Percent of Time on Pay Status ³	Hours of Holiday Pay
0-63	0-67	0-71	0-75	0-79	0-83	0-87	--	0
64-72	68-76	72-81	76-85	80-89	84-94	88-98	50-56	4
73-87	77-93	82-99	86-104	90-109	95-115	99-120	57-68	5
88-103	94-109	100-117	105-123	110-129	116-136	121-142	69-80	6
104-119	110-127	118-135	124-142	130-149	137-157	143-164	81-93	7
120-128	128-136	136-144	143-152	150-160	158-168	165-176	94-100	8

¹Paid hours, excluding holiday, on-call, and overtime hours for Non-Exempt Employees.

²Hours in a month or quadriweekly cycle, excluding holiday hours.

³An employee appointed on a fixed percentage of time basis earns holiday pay in accordance with the appointment, provided the employee is not off pay status during the month or quadriweekly cycle.

IV. PROVISIONS

A. Alternate Work Schedule

In no case will an employee earn more than eight (8) hours holiday pay or compensatory time off for any holiday.

B. Alternate Work Schedule – Holiday Falls on Workday

If a holiday falls on a day a full-time employee is scheduled to work more than eight (8) hours, and the employee does not work, the employee receives eight hours of holiday pay and must use vacation, compensatory time off, or leave without pay for the remaining hours not worked. If the employee works on the holiday, the employee receives eight hours holiday pay, plus regular pay for all hours worked. See also UC-PPSM 40(D)2 regarding special December 25 holiday rules.

C. Alternate Work Schedule – Holiday Falls on Day Off

A full-time employee whose regular day off falls on a holiday observed by the University receives eight (8) hours off on another day or 8 hours of holiday pay. The choice is made by the department.