Purpose: To describe the rules and methods for calculating holiday leave and holiday premium pay (pay for hours worked on a holiday), and recording the hours on the timesheet.

Target Audience: University Employees
MAU Departments
MAU Payroll Offices

General Guidelines

The university observes twelve holidays per year. A list of holidays and the dates on which they are observed is issued by the President’s Office. Generally, holidays falling on a Saturday are observed on the preceding Friday, while those falling on a Sunday are observed on the following Monday.

An employee must be in an active job in an eligible ECLS on the day of the observed holiday, and must be in “pay status” during the pay period of the holiday (excluding the campus holiday closure period) to receive pay for holiday leave.

1. Eligible ECLSs include: Executive (EX), Non-exempt regular staff (NR), Exempt regular staff (XR), L6070 regular staff (CR), and UAFT Union regular <12 Month (A9)and UNAC Union regular <12 month (F9), Faculty regular 12 Month (FR), Faculty Regular < 12 month non-represented(FN)

2. The “pay status” requirement is met if the employee worked or was on paid personal leave (annual leave, sick leave, or personal holiday leave) at any time during the pay period. “Pay status” does not include employees who are only being paid holiday leave, bonus, award, or other types of special pay during the pay period.

Holiday Leave Hours to Report
The university provides 8 hours of paid holiday leave per scheduled holiday for full-time eligible employees. No holiday leave may be for more than eight hours for any one day, regardless of the regularly scheduled hours of work. For example, employees working ten hours, four days a week, may not report ten hours for a holiday, but must report eight hours.

Part-time regular employees are entitled to receive holiday hours prorated based on their percent of FTE (full-time equivalency). For example, a non-exempt regular employee hired to work 40 hours per pay period is employed at 50% FTE (40 out of 80 hrs per pay period). Therefore, the employee may receive up to 4 hours (50% x 8 hrs) of holiday pay per holiday.

NOTE: Holiday leave hours and holiday hours worked (premium pay) are not included in determining overtime (except as provided by a collective bargaining agreement).
Human Resources Procedure

Holiday Leave and Holiday Premium Pay

Working on a Scheduled UA Holiday
Some employees may be required to work on a UA holiday. In this event, different options are available depending on whether the employee is exempt or non-exempt.

Non-Exempt Employees Working on a Holiday
Regular, non-exempt employees who are required to work during a scheduled holiday shall receive one of the following (by prior arrangement with their supervisor):

- Pay for holiday leave (not to exceed 8 hours) and holiday premium pay (1.5 times the regular rate of pay) for all hours worked on the holiday.

or

- Regular pay for the hours worked on the scheduled holiday, and take holiday leave on a separate, regularly scheduled work day in the same work week. Note: holiday leave cannot be split (claimed over two or more days).

Exempt Employees Working on a Holiday
Regular, exempt employees required to work on holidays do not receive premium pay for any hours worked on the holiday. By prior arrangement with their supervisor, they may take holiday leave on a separate, regularly scheduled work day in the same work week. Note: holiday leave cannot be split (claimed over two or more days).

Employees Not Regularly Scheduled to Work on the Observed Holiday
Some employees have a work week such that a holiday does not fall on their regularly scheduled work day. For example, the employee’s regular work schedule is Sunday through Thursday, and the holiday falls on a Friday. In this situation, the employee shall, by prior arrangement with their supervisor, receive either:

- Regular pay for holiday leave on the scheduled holiday, while still working their normal work schedule.

or

- An alternate designated holiday from their work week (i.e., taking one alternate work day off from their work week as holiday leave instead of the scheduled holiday day). Note: The workday cannot be split.

Recording Holiday Hours on the Web Timesheet
Non-Exempt Employees
Non-exempt employees are required to record their holiday leave and any time worked on a holiday (holiday premium pay) on their timesheet. The holiday leave hours will
default onto the web timesheet for the scheduled UA holiday, with the hours prorated according to the employee’s FTE.

The timesheet is completed depending on when the holiday leave was taken and if the holiday was worked. Complete the timesheet based on the appropriate scenario listed below.

1. If the employee took the holiday leave on the scheduled UA holiday, no additional entry is required for the web timesheet. (If using a paper timesheet, record the holiday earnings code in the earnings code column, and enter the appropriate number of holiday hours on the day of the scheduled UA holiday.)

2. If the employee worked on the scheduled holiday and took an alternate holiday, complete the timesheet as follows:
   a. On the regular earnings code line, record the hours worked on the holiday day just as you would for a normal work day.
   b. On the “holiday” earnings code line, delete the hours that defaulted onto the scheduled UA holiday day and enter the same number of hours on the day the employee actually took the holiday.

3. If the employee worked on the scheduled holiday and did not receive an alternate holiday day, complete the timesheet as follows:
   a. Make sure you have a “holiday” earnings code line with the appropriate leave eligible hours on the scheduled UA holiday. The holiday should default onto the timesheet correctly, and you should not need to change it.
   b. On a blank line, select “holiday worked premium pay” from the earnings code list. Enter the hours that the employee actually worked on the holiday day.
   c. Note: The employee should not have work hours recorded on the “regular” earnings code line on the scheduled UA holiday day in this scenario.

Exempt Employees
Exempt employees are not required to record holiday leave on their timesheet, unless they take an alternate day as their holiday. If an alternate holiday is taken, complete the paper timesheet as follows:

1. Select the holiday earnings code from the earnings code list.
2. Skip the fund and orgn fields – no entry is required.
3. Record the holiday leave hours on the day that the holiday leave was taken.