

## Holiday/Season Days Posting Guidelines\*

1. Determine the staff member's Job Family. Exempt   Non-Exempt   AFSCME   POAM   COAM   Trades   IUOE   Nurses
2. Determine eligibility.
3. Determine the number of Holiday hours and/or Season Time hours to which the staff member is entitled.
4. Determine hours worked for Week 1 and Week 2.
5. Plot the staff member's work schedule on the Christmas/New Year's Holidays & Season Days Worksheet.

JOB FAMILY (Workgroup)	HOLIDAYS (HOL) **		SEASON DAYS (SEA) ***		SPG# or CONTRACT #
	WHO IS ELIGIBLE	For the day on which the holiday falls, the staff should be granted	WHO IS ELIGIBLE	The staff member is entitled to 32 hours (prorated based on % of effort) between Christmas and New Years	
Exempt Non-Exempt POAM COAM	Staff member must work <b>8 hrs or greater (20%)</b> per calendar week.	<b>The greater of:</b>  Their normally scheduled hours <b>or</b> The number of hours normally scheduled for the week divided by five (5).	Staff member must be scheduled to work <b>8 hrs or greater (20%)</b> per calendar week.  <b>POAM/COAM</b> Staff member must have a <b>50% appt or greater</b> to be eligible for SEA time. Up to 32 hours SEW can be reported regardless of appt%.	SEA – Season Time Off SEW – Season Time Worked  SEA and SEW cannot exceed the total Season Time allowed  It may be necessary to supplement with <b>VAC</b> or <b>ETW</b> to complete the staff member's work week appointment fraction.	<b>Non-Union Staff Members</b> <u>Holidays</u> - SPG# 201.26 <u>Season Days</u> - SPG# 201.26-1  <b>POAM</b> - Contract <u>Season Days/Holidays</u> Pg 88-92, Article 34  <b>COAM</b> - Contract <u>Season Days/Holidays</u> Pg 91-95, Article 34
AFSCME	Staff member must work <b>8 hrs or greater (20%)</b> per calendar week.	The number of hours normally scheduled per week <b>divided by five (5)</b> .  It may be necessary to supplement with <b>PTS</b> or <b>ETW</b> to complete the staff member's work week appointment fraction.	Staff member must have a <b>20% appt or greater</b> to be eligible for SEA time.  Up to 32 hours of SEW can be reported, regardless of appt %.	SEA – Season Time Off SEW – Season Time Worked  SEA and SEW cannot exceed the total Season Time allowed. No more than 8 SEA can be reported per day.  It may be necessary to supplement with <b>PTS</b> or <b>ETW</b> to complete the staff member's work week appointment fraction.	<b>AFSCME</b> - Contract <u>Holidays</u> Pg 41-43, Article 22  <u>Season Days</u> Pg 43-44, Article 23
Trades  IUOE	<b>Trades</b> and <b>IUOE</b> staff members must be scheduled to work <b>20 hrs or greater (50%)</b> per calendar week.  <b>IUOE</b> staff members are granted additional holidays: Dec 24, Dec 31, and Easter Sunday	The number of hours normally scheduled per week <b>divided by five (5)</b> .  It may be necessary to supplement with <b>VAC</b> or <b>ETW</b> to complete the staff member's work week appointment fraction	<b>Trades</b> Staff member must have a <b>50% appt or greater</b> to be eligible for SEA time. Up to 32 hours of SEW can be reported regardless of appt %.  <b>IUOE</b> Not Eligible for Season Days.	SEA – Season Time Off SEW – Season Time Worked  SEA and SEW cannot exceed the total Season Time allowed. No more than 8 SEA can be reported per day.  It may be necessary to supplement with <b>VAC</b> or <b>ETW</b> to complete the staff member's work week appointment fraction.	<b>Trades</b> - Contract <u>Holidays</u> Pg 56-57, Article 24 <u>Season Days</u> Pg 57-59, Article 25  <b>IUOE</b> - Contract <u>Holidays</u> Pg 39-40, Article 22
Nurses	Contact your supervisor or HR Representative with questions				

\* Must be on active payroll (not on Leave of Absence) during the designated Holidays and Season Days between Christmas and New Years.

\*\* Holidays include New Years Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, the Day after Thanksgiving, and Christmas.

Holidays that fall on Saturday are observed on Friday, and those that fall on Sunday are observed on Monday. Exception: IUOE staff members observe holidays on the actual holiday.

\*\*\* Season days are the four workdays between the days observed as Christmas and the New Year's Day holidays. Hospital AFSCME employees can report Season Time between Dec 15 and Jan 15.

## HOLIDAY TIME REPORT CODES

<u>Time Report Codes</u>	<u>Circumstances</u>	<u>JOB FAMILY</u>
<b>HOL – Holiday</b> <b>HSB – Holiday Substitution</b>	<p>Record as holiday hours for staff members who are regularly scheduled to work on the day in which the holiday falls.</p> <p>The staff member will be compensated holiday pay, plus shift premium or special schedule premium, if applicable.</p>	<b>Exempt</b> <b>Non-Exempt</b> <b>AFSCME</b> <b>POAM, COAM</b> <b>Trades, IUOE</b> <b>Nurses</b>
<b>HOM – Holiday on Off Day-Add'l Pay</b>	<p>Record as holiday hours for staff members who aren't regularly scheduled to work on the day in which the holiday falls.</p> <p>The staff member will be compensated 8 hours multiplied by their percentage of effort paid at their regular hourly rate, plus shift premium, if applicable.</p>	<b>Exempt</b> <b>Non-Exempt</b> <b>AFSCME</b> <b>POAM, COAM</b> <b>Trades, IUOE</b> <b>Nurses</b>
<b>HOV – Holiday on Off Day-Add'l VAC</b>	<p>Record as holiday hours for staff members who aren't regularly scheduled to work on the day in which the holiday falls.</p> <p>The staff member will receive in hours, 8 hours multiplied by their percentage of effort added to their vacation balance.</p>	<b>Exempt</b> <b>Non-Exempt</b> <b>Nurses</b>
<b>HWR – Hours Worked on Holiday 1.0</b>	<p>Record hours worked on the holiday for Exempt staff members.</p> <p>The staff member will be compensated for hours worked multiplied by their regular hourly rate, plus shift premium, if applicable, in addition to their holiday pay (HOL).</p>	<b>Exempt</b> <b>COAM</b>
<b>HWT – Hours Worked on Holiday 1.5</b>	<p>Record hours worked on the holiday for Non-Exempt staff members.</p> <p>The staff member will be compensated for hours worked at 1.5 multiplied by their regular hourly rate, plus shift premium, if applicable, in addition to their holiday pay (HOL).</p>	<b>Non-Exempt</b> <b>AFSCME</b> <b>POAM, COAM</b> <b>Trades, IUOE</b> <b>Nurses</b>
<b>HWD – Holiday Worked at 2.0</b>	<p>Record hours worked on the holiday for IUOE employees and on Christmas Day (only) for MNA nurses.</p> <p>The staff member will be compensated for hours worked at 2.0 multiplied by their regular hourly rate, plus shift premium, if applicable, in addition to their holiday pay (HOL).</p>	<b>IUOE</b> <b>Nurses</b>

# HOLIDAYS/SEASON DAYS HOURS

## Holidays On Off Day

Holidays On Off Day - Hours scheduled per week divided by 5

**(HOM or HOV)**

Hours work per week	Holiday on Off Day Hours
8	1.6
8.5	1.7
10	2.0
12	2.4
14	2.8
16	3.2
17	3.4
18	3.6
18.5	3.7
19	3.8
19.5	3.9
20	4.0
21	4.2
22	4.4
22.5	4.5
23	4.6
24	4.8
25	5.0
26	5.2
26.8	5.4
27	5.4
28	5.6
30	6.0
32	6.4
32.52	6.5
34	6.8
35	7.0
35.2	7.0
36	7.2
38	7.6
40	8.0

## Season Days % times 32 hours

Season Days Hours - 32 hours times % of effort

**(SEA and/or SEW)**

Hours work per week	% of Effort	Season Hours
8	0.2000	6.4
8.5	0.2125	6.8
10	0.2500	8.0
12	0.3000	9.6
14	0.3500	11.2
16	0.4000	12.8
17	0.4250	13.6
18	0.4500	14.4
18.5	0.4625	14.8
19	0.4750	15.2
19.5	0.4875	15.6
20	0.5000	16.0
21	0.5250	16.8
22	0.5500	17.6
22.5	0.5625	18.0
23	0.5750	18.4
24	0.6000	19.2
25	0.6250	20.0
26	0.6500	20.8
26.8	0.6700	21.4
27	0.6750	21.6
28	0.7000	22.4
30	0.7500	24.0
32	0.8000	25.6
32.52	0.8130	26.0
34	0.8500	27.2
35	0.8750	28.0
35.2	0.8800	28.2
36	0.9000	28.8
38	0.9500	30.4
40	1.0000	32.0