

Holiday/Season Days Posting Guidelines*

Holiday worksheets for plotting time is available on the Payroll Website under Forms and Tables > Time Reporting & Leave Data > University Holiday/Season Days Reference Material Documents

JOB FAMILY (Workgroup)	HOLIDAYS (HOL) **		SEASON DAYS (SEA) ***		SPG# or CONTRACT #
	WHO IS ELIGIBLE	For the day on which the holiday falls, the staff member 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 8 hrs or greater (20%) per calendar week.	The greater of: Their normally scheduled hours or The number of hours normally scheduled for the week divided by five (5).	Staff member must be scheduled to work 8 hrs or greater (20%) per calendar week. POAM/COAM Staff member must have a 50% appt or greater 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 <i>It may be necessary to supplement with VAC or ETW to complete the staff member's work week appointment fraction.</i>	Non-Union Staff Members <u>Holidays</u> - SPG# 201.26 <u>Season Days</u> - SPG# 201.26-1 POAM - Contract <u>Season Days/Holidays</u> Pg 88-92, Article 34 COAM - Contract <u>Season Days/Holidays</u> Pg 91-95, Article 34
AFSCME	Staff member must work 8 hrs or greater (20%) per calendar week.	The number of hours normally scheduled per week divided by five (5) . <i>It may be necessary to supplement with PTS or ETW to complete the staff member's work week appointment fraction.</i>	Staff member must have a 20% appt or greater 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. <i>It may be necessary to supplement with PTS or ETW to complete the staff member's work week appointment fraction.</i>	AFSCME - Contract <u>Holidays</u> Pg 41-43, Article 22 <u>Season Days</u> Pg 43-45, Article 23
Trades	Staff members must be scheduled to work 20 hrs or greater (50%) per calendar week.	The number of hours normally scheduled per week divided by five (5) . <i>It may be necessary to supplement with VAC or ETW to complete the staff member's work week appointment fraction</i>	Staff member must have a 50% appt or greater 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. <i>It may be necessary to supplement with VAC or ETW to complete the staff member's work week appointment fraction.</i>	Trades - Contract <u>Holidays</u> Pg 56-57, Article 24 <u>Season Days</u> Pg 57-59, Article 25
IUOE	Staff members must be scheduled to work 20 hrs or greater (50%) per calendar week. Staff members are granted additional holidays: Dec 24, Dec 31, and Easter Sunday	The greater of: Their normally scheduled hours or The number of hours normally scheduled for the week divided by five (5).	Not Eligible for Season Days.		IUOE - Contract <u>Holidays</u> Pg 40-41, Article 22
Nurses/UPAMM	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 4th, 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 4 workdays between the days observed as Christmas and New Year's Day holidays. Michigan Medicine (excluding Medical School) does not report Season Days.

HOLIDAY TIME REPORT CODES

<u>Time Report Codes</u>	<u>Circumstances</u>	<u>JOB FAMILY</u>
HOL – Holiday HSB – Holiday Substitution	Record as holiday hours for staff members who are regularly scheduled to work on the day in which the holiday falls. The staff member will be compensated holiday pay, plus shift premium or special schedule premium, if applicable.	Exempt Non-Exempt AFSCME POAM, COAM Trades, Nurses IUOE – (no HSB)
HOM – Holiday on Off Day-Add'l Pay	Record as holiday hours for staff members who aren't regularly scheduled to work on the day in which the holiday falls. 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.	Exempt Non-Exempt AFSCME POAM, COAM Trades, IUOE Nurses
HOW – Holiday on Off Day - Worked	Record as holiday hours worked for staff members who aren't regularly scheduled to work on the day in which the holiday falls. The staff member will be compensated for hours worked at 1.0 multiplied by their regular hourly rate, plus shift premium, if applicable. This code should be used with the HWT time reporting code.	POAM
HOV – Holiday on Off Day-Add'l Vac	Record as holiday hours for staff members who aren't regularly scheduled to work on the day in which the holiday falls. The staff member will receive in hours, 8 hours multiplied by their percentage of effort added to their vacation balance.	Exempt Non-Exempt Nurses
HWR – Holiday Worked 1.0	Record hours worked on the holiday for Exempt staff members. 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).	Exempt COAM
HWT – Holiday Worked 1.5	Record hours worked on the holiday for Non-Exempt staff members. The staff member will be paid for hours worked at 1.5 multiplied by their regular hourly rate, plus shift premium, if applicable, in addition to their holiday pay (HOL).	Non-Exempt AFSCME POAM, COAM Trades, Nurses, UPAMM
HWM – Holiday Worked 1.75	Record hours worked on the holiday for MNA nurses. The staff member will be compensated for hours worked at 1.75 multiplied by their regular hourly rate, plus shift premium, if applicable, in addition to their holiday pay (HOL).	Nurses
HWD – Holiday Worked 2.0	Record hours worked on the holiday for IUOE employees, UMHS non-bargained for, Physician Assistants and MNA nurses. 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).	IUOE, UPAMM Nurses Exempt/Non-exempt health system

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