

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<br>(Workgroup)                        | HOLIDAYS (HOL) **                                                                                                                                                                 |                                                                                                                                                                                                             | SEASON DAYS (SEA) ***                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                               | SPG#<br>or<br>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<br><br>Non-Exempt<br><br>POAM<br><br>COAM | Staff member must work <b>8 hrs or greater (20%)</b> per calendar week.                                                                                                           | <b>The greater of:</b><br><br>Their normally scheduled hours<br><b>or</b><br>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.<br><br><b>POAM/COAM</b><br>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%. | <b>SEA – Season Time Off</b><br><b>SEW – Season Time Worked</b><br><br><b>SEA and SEW</b> cannot exceed the total Season Time allowed<br><i>It may be necessary to supplement with VAC or ETW to complete the staff member's work week appointment fraction.</i>                                              | <b>Non-Union Staff Members</b><br><u>Holidays</u> - SPG# 201.26<br><u>Season Days</u> - SPG# 201.26-1<br><br><b>POAM</b> - Contract <u>Season Days/Holidays</u> Pg 88-92, Article 34<br><br><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> .<br><br><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 <b>20% appt or greater</b> to be eligible for SEA time.<br><br>Up to 32 hours of SEW can be reported, regardless of appt %.                                                                                                        | <b>SEA – Season Time Off</b><br><b>SEW – Season Time Worked</b><br><br><b>SEA and SEW</b> cannot exceed the total Season Time allowed. No more than 8 SEA can be reported per day.<br><i>It may be necessary to supplement with PTS or ETW to complete the staff member's work week appointment fraction.</i> | <b>AFSCME</b> - Contract <u>Holidays</u> Pg 41-43, Article 22<br><br><u>Season Days</u> Pg 43-45, Article 23                                                                                                                                                        |
| Trades                                           | Staff members must be scheduled to work <b>20 hrs or greater (50%)</b> per calendar week.                                                                                         | The number of hours normally scheduled per week <b>divided by five (5)</b> .<br><br><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 <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>SEA – Season Time Off</b><br><b>SEW – Season Time Worked</b><br><br><b>SEA and SEW</b> cannot exceed the total Season Time allowed. No more than 8 SEA can be reported per day.<br><i>It may be necessary to supplement with VAC or ETW to complete the staff member's work week appointment fraction.</i> | <b>Trades</b> - Contract <u>Holidays</u> Pg 56-57, Article 24<br><u>Season Days</u> Pg 57-59, Article 25                                                                                                                                                            |
| IUOE                                             | Staff members must be scheduled to work <b>20 hrs or greater (50%)</b> per calendar week.<br><br>Staff members are granted additional holidays: Dec 24, Dec 31, and Easter Sunday | <b>The greater of:</b><br><br>Their normally scheduled hours<br><b>or</b><br>The number of hours normally scheduled for the week divided by five (5).                                                       | Not Eligible for Season Days.                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                               | <b>IUOE</b> - 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 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 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>                                                                                                           |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>HOL – Holiday</b><br><b>HSB – Holiday Substitution</b> | Record as holiday hours for staff members who are regularly scheduled to work on the day in which the holiday falls.<br><br>The staff member will be compensated holiday pay, plus shift premium or special schedule premium, if applicable.                                                                                              | <b>Exempt</b><br><b>Non-Exempt</b><br><b>AFSCME</b><br><b>POAM, COAM</b><br><b>Trades, Nurses</b><br><b>IUOE – (no HSB)</b> |
| <b>HOM – Holiday on Off Day-Add'l Pay</b>                 | Record as holiday hours for staff members who aren't regularly scheduled to work on the day in which the holiday falls.<br><br>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.                                                | <b>Exempt</b><br><b>Non-Exempt</b><br><b>AFSCME</b><br><b>POAM, COAM</b><br><b>Trades, IUOE</b><br><b>Nurses</b>            |
| <b>HOW – Holiday on Off Day - Worked</b>                  | Record as holiday hours worked for staff members who aren't regularly scheduled to work on the day in which the holiday falls.<br><br>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. | <b>POAM</b>                                                                                                                 |
| <b>HOV – Holiday on Off Day-Add'l Vac</b>                 | Record as holiday hours for staff members who aren't regularly scheduled to work on the day in which the holiday falls.<br><br>The staff member will receive in hours, 8 hours multiplied by their percentage of effort added to their vacation balance.                                                                                  | <b>Exempt</b><br><b>Non-Exempt</b><br><b>Nurses</b>                                                                         |
| <b>HWR – Holiday Worked 1.0</b>                           | Record hours worked on the holiday for Exempt staff members.<br><br>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).                                                                                             | <b>Exempt</b><br><b>COAM</b>                                                                                                |
| <b>HWT – Holiday Worked 1.5</b>                           | Record hours worked on the holiday for Non-Exempt staff members.<br><br>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).                                                                                         | <b>Non-Exempt</b><br><b>AFSCME</b><br><b>POAM, COAM</b><br><b>Trades, Nurses,</b><br><b>UPAMM</b>                           |
| <b>HWM – Holiday Worked 1.75</b>                          | Record hours worked on the holiday for MNA nurses.<br><br>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).                                                                                               | <b>Nurses</b>                                                                                                               |
| <b>HWD – Holiday Worked 2.0</b>                           | Record hours worked on the holiday for IUOE employees, UMHS non-bargained for, Physician Assistants and MNA nurses.<br><br>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).                               | <b>IUOE, UPAMM</b><br><b>Nurses</b><br><b>Exempt/Non-exempt health system</b>                                               |

# HOLIDAYS/SEASON DAYS HOURS

## Holidays On Off Day

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

**(HOM or HOV)**

| Hours<br>work per week | Holiday on<br>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<br>work per week | % of<br>Effort | Season<br>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            |