THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.26
		Revised:	7/1/05
SUBJECT:	Holidays	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	All regular employees with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources and Affirmative Action and the Executive Vice President for Academic Affairs		

I. Policy

Subject to regulations prescribed by the University, Regular employees are granted time off work without loss of regular compensation on the following seven (7) University-designated Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, and Christmas Day.

II. Regulations

A. Saturday-Sunday Holidays

University-designated Holidays will be observed on the calendar day on which each falls, except that a Holiday falling on Sunday will be observed the following Monday and a Holiday falling on Saturday will be observed the preceding Friday. Operating units that have seven (7) day a week operations may observe Saturday and Sunday Holidays on the day on which they fall rather than the preceding Friday or following Monday. This exception should be communicated in writing by the department to employees in the classification(s) affected.

B. Substitution

Because other days may be of more significance than a University-designated-Holiday, an employee may substitute up to three days of his/her own choice for any three of the University designated Holidays within the fiscal year in which the University designated Holidays fall. Written notification of substitution(s) must be given by the employee to his/her immediate supervisor on or before July 1st of each fiscal year.

An employee hired after July 1st in the first fiscal year of employment may submit written notification to his/her supervisor no later than 30 days after his/her date of hire.

The provisions of Section II., C., 1., d) (working on a Holiday) will apply to the substitute Holiday and not the University-designated Holiday.

C. Manner of Observance

Each operating unit, consistent with its operation and work requirements, shall make arrangements for employees to observe Holidays in the following manner:

1. Regular full-time and part-time employees normally scheduled to work 8 or more hours per week (probationary employees included).

   a) Time Off work shall be granted on Holidays, except that operating units may require employees to work to maintain operations.

   b) Time Off on a Holiday shall be granted:

      (1) Without loss of regular compensation, provided the employee:

         (a) works the last scheduled work day prior to and the first scheduled work day following the Holiday, or

         (b) is absent from work on either or both of these days for any of the following reasons:

            i) Approved Vacation, Sick Time, or Paid Time Off.

            ii) Jury Duty Service.

            iii) Military service not exceeding 15 days.

            iv) has a retirement date consecutive and contiguous to a Holiday(s), including his/her regularly scheduled day off.

            v) Time off without compensation provided time off is with the prior approval of the employee's immediate supervisor, not to include a leave of absence or layoff unless it begins the first scheduled work day following the Holiday.

      (2) With loss of regular compensation when the employee does not meet the conditions set forth in Section II., C., 1., b), (1).

      (3) When time off work is granted on a Holiday that falls on a day when a full-time employee would normally work for fewer than eight (8) hours, the employee will be granted (8) hours Holiday pay.

      (4) Regular part-time employees normally scheduled to work eight (8) or more hours per week will be granted compensation in an amount equal to either the number of hours, excluding over-time hours, they are normally scheduled to work on the day on which the Holiday falls, or the number of hours normally scheduled during the week divided by five (5), times the hourly rate plus shift premium if applicable, whichever is greater.

c) Holiday observed on a employee's scheduled day off:

(1) Regular full-time employees: When a Holiday is observed on a employee's scheduled day off, he/she will be granted either time off work on another day by adding compensating time off to vacation or paid time off accrual, or additional compensation in an amount equal to eight (8) hours times the hourly rate plus shift premium if applicable.

(2) Regular part-time employees: When a Holiday is observed on a scheduled day off of a regular part-time employee normally scheduled to work eight (8) or more hours per week, he/she will be granted either time off work on another day by adding compensating time off to vacation or paid time off accrual, or additional compensation. The number of hours in either option will be equal to the number of hours of work normally scheduled during the week divided by five.

d) Working on a Holiday:

(1) An employee required to work on a Holiday shall receive compensation for the Holiday as provided in II., C., 1., b). as if he/she had time off work on the Holiday, and will also be granted additional compensation for the time worked.

(a) Exempt, regular full-time and part-time employees: amount equal to the number of hours worked times hourly rate, which includes shift premium, if applicable.

(b) Non-exempt, regular full-time and part-time employees: amount equal to the number of hours worked times one and one half hourly rate, which includes shift premium, if applicable.

(2) An employee who fails to work on a Holiday when assigned or called in (both those in "on call" status and others) will not receive pay for the day, unless such absence is for a reason set forth in paragraph II., C., 1., b), (1), (b). above.

e) Holidays that occur during approved absences:

An employee who is off work in accordance with the Vacation, Sick Time, or Paid Time Off Plans on a Holiday will be considered observing that Holiday and will not be charged for vacation time, PTO, or sick time on that day.

f) Overtime

Scheduled time off from work on a Holiday is paid time and is used in the calculation of hours for determining whether overtime is payable, except paid time for a Holiday which falls on a employee's scheduled day off.

2. Regular, part-time employees less than 8 hours per week

   Regular, part-time employees normally scheduled to work fewer than 8 hours per week shall be granted time off work without compensation on Holidays. Operating units may require employees to work to maintain minimum essential services. A non-exempt employee who works will receive compensation for the time worked, computed at one and one-half times his hourly rate.

3. Temporary full and part-time employees

   Temporary full and part-time employees shall be granted time off work without compensation on Holidays. Operating units may require employees to work to maintain minimum essential services. A non-exempt employee who works will receive compensation for the time worked, computed at one and one-half times his hourly rate.

Procedures: http://www.umich.edu/~hraa/procedures/spg201-26.htm