THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.26-1
		Revised:	7/1/05
SUBJECT:	Season Days	**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 or Paid Time Off Program

ISSUED BY: Human Resources and Affirmative Action and the Office of the Provost and Executive Vice President for Academic Affairs

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I. Policy

Employees will be granted time off without loss of their regular compensation on four (4) Season Days, subject to regulations prescribed by the University.

II. Definition

The Season Days are the four (4) work days (32 hours) between the days observed as the Christmas and New Year's holidays. Operating units that must schedule work during this period have the option to declare any four (4) regular work day(s) (32 hours) between November 15 and the third Monday in January as a Season Day(s), for those employees who work during the period between Christmas and New Year's. Substitution of Season Days at any other time is not permitted.

III. Regulations

A. Eligibility

To be eligible for Season Days, an employee must be:

1. on the active payroll for the entire Holiday/Season Day period; and
2. receive pay for time worked the last scheduled work day before the Christmas holiday and the first scheduled work day after the New Year's holiday (or substituted period), or have his/her absence from work excused. (This does not apply to employees who are retiring December 31; such employees will receive pay for Season Days.)

B. Manner of Observance

Each operating unit will make arrangements for employees to be granted time off from work during the Season Day(s) period, except that operating units may require employees to work to maintain required services.

1. Work Schedules

a. Full-Time Employees

Full time employees are entitled to a maximum of 32 hours of pay for Season Days, regardless of their normal work schedule.

b. Part-Time Employees

Regular part-time employees normally scheduled to work eight (8) or more hours per week will receive time off without loss of pay on a basis directly proportionate to that of a full-time employee (32 hours times the appointment fraction).

2. Working on a Season Day(s)

a. Employees may be required to work on one or more of their designated Season Day(s).

b. Compensation

i. Employees required to work on a Season Day(s) will receive their regular compensation plus shift premium, if applicable, for the time worked; and

ii. an equivalent amount of vacation time, not including overtime, will also be added to the employee's accrual for the time worked. This additional vacation time will not exceed the maximum of 32 hours for full-time employees, and is subject to the rules governing maximum vacation accrual.

C. Employees who are otherwise eligible to receive pay under the following policies during their Season Days: Sick Pay Plan (SPG 201.11), Sick Leave Plan (SPG 201.11-1), Vacation (SPG 201.64 or 201.64-1), Funeral Time (SPG 201.03), Jury and Witness Service Pay (201.29), and Military Reserve Duty Pay (201.33) will instead receive Season Day pay as provided in this policy.

D. Overtime

Scheduled time off from work on Season Day(s) is used in the calculation of hours for determining whether overtime is to be paid.