Monday, April 14, 2014

TO: Business Officers and PPS Preparers/Reviewers

From: Amy Arnold, Senior Human Resources Analyst

RE: Update concerning Holiday Pay for Part-time Biweekly Paid Employees

Human Resources last issued guidance concerning holiday pay for part-time biweekly paid employees in April 2013. (See April 19, 2013 memo from HR to PPS Listserv.) Based on recent changes in contract language, Human Resources is updating the information previously shared in April 2013.

Holiday eligibility and the amount of holiday pay for biweekly paid employees are based on hours on pay status in biweekly cycles. In general, policy and contract language stipulates that a part-time employee must be on pay status at least 50% of the hours in the month or quadri-weekly cycle (excluding holiday hours) to earn holiday pay.

For CX, DX, EX, SX, K8, and non-represented staff, a quadri-weekly cycle is defined as the biweekly pay period in which the holiday falls plus the biweekly pay period that immediately precedes it. (The DX bargaining unit has been included in this group.)

For HX, NX, RX, PA, and TX staff, a quadri-weekly cycle is defined as the two pay periods immediately preceding the biweekly pay period in which the holiday occurs. (The RX and TX bargaining units have been included in this group based on the newly ratified RX and TX contract language concerning Holidays.)

The Biweekly Holiday Pay Earnings Table is a helpful tool to determine eligibility and the amount of holiday pay earned for part-time biweekly paid employees. It is located under Useful Links at http://www.hr.ucsb.edu/current-employees/managing-my-time-attendance.

Please forward this message to the appropriate PPS contact for your department if it is not you. If you have questions concerning this guidance please contact me at extension 4068.