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| **GROUP #1: Holiday Eligibility and Pay for Policy Covered (99), CX, DX, HX, K8, NX, PA, RX, and TX Employees** | | | | |
| **Employee Category\*** | **Monthly Paid** | **Bi-Weekly Paid** | **Eligibility Examples for the Thanksgiving and December Holidays in 2021** | **Example Calculations of Eligibility** |
| **Full Time Exempt** | Eligibility: Must be on pay status\*\* during the week in which the holiday occurs.  Pay: Receives full holiday pay. | N/A | Must be on pay status\*\* the weeks of November 21, December 19, and December 26. | N/A |
| **Full Time Non-Exempt** | N/A | Eligibility: Must be on pay status\*\* on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.  Pay: Receives full holiday pay. | Thanksgiving 2021: Must be on pay status\*\* Wednesday, November 24 and Monday, November 29 (unless their regularly scheduled work days are different).  December 2021 Holidays: Must be on pay status\*\* Wednesday, December 22, Monday, December 27, Wednesday, December 29, and Monday, January 3 (unless their regularly scheduled work days are different). | N/A |
| **Part Time Exempt *(fixed or variable)*** | Eligibility: Must be on pay status\*\* during the week in which the holiday occurs.  Pay: Receives holiday pay for the number of hours in proportion to the percentage of their appointment during the month in which the holiday occurs, rounded to nearest full hour increments. | N/A | Must be on pay status\*\* the weeks of November 21, December 19, and December 26. | An 80% exempt employee is eligible for 6 hours of holiday pay for each holiday (8 hour day x 80% = 6.4 hours, rounded to the nearest full hour = 6 hours). |
| **Part Time Non-Exempt *(fixed or variable)*** | N/A | Eligibility: Must be on pay status\*\* 50% time or more of the QWC,\*\*\* defined as the two BW pay periods preceding the pay period in which the holiday occurs.  Pay: Receives holiday pay (rounded to nearest full hour increments) for the number of hours in proportion to the percentage of time they are on pay status during the two BW pay periods immediately preceding the BW pay period in which the holiday occurs. | Thanksgiving 2021: Must be on pay status\*\* at least 50% during the BW pay periods from October 17 - November 13.  December 2021 Holidays: Must be on pay status\*\* at least 50% during the BW pay periods from November 14 - December 11 for the December 23-24 holidays. Must be on pay status\*\* at least 50% during the BW pay periods from November 28 - December 25 for the December 30-31 holidays. | Thanksgiving 2021 - For the November 23 and 24 holidays - the October 17 - November 13 QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).  December 2021 Holidays:  For the December 23 and 24 holidays, the QWC = November 14 - December 11. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).  For the December 30 and 31 holidays, the QWC = November 28 - December 25. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).  Please refer to the **Biweekly Holiday Pay Earnings Table** to determine hours earned: <https://www.hr.ucsb.edu/sites/default/files/docs/BW_Holiday_Pay_Table.pdf> |

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| **GROUP #2: Holiday Eligibility and Pay for EX and SX Employees** | | | | |
| **Employee Category\*** | **Monthly Paid** | **Bi-Weekly Paid** | **Eligibility Examples for the Thanksgiving and December Holidays in 2021** | **Example Calculations of Eligibility** |
| **Full Time Non-Exempt** | N/A | Eligibility: Must be on pay status\*\* on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.  Pay: Receives full holiday pay. | Thanksgiving 2021: Must be on pay status\*\* Wednesday, November 24 and Monday, November 29 (unless their regularly scheduled work days are different).  December 2021 Holidays:  For the December 23-24 holidays, must be on pay status\*\* Wednesday, December 22, and Monday, December 27 (unless their regularly scheduled work days are different).  For the December 30-31 holidays, must be on pay status\*\* Wednesday, December 29 and Monday, January 3 (unless their regularly scheduled work days are different). | N/A |
| **Part Time Non-Exempt *(fixed or variable)*** | N/A | Eligibility: Must be on pay status\*\* 50% time or more of the QWC,\*\*\* defined as the BW pay period immediately preceding the pay period in which the holiday occurs plus the BW pay period in which the holiday falls.  Pay: Receives holiday pay for the number of hours in proportion to the percentage of time they are on pay status during the QWC in which the holiday occurs, rounded to nearest full hour increments. | Thanksgiving 2021: Must be on pay status\*\* at least 50% during the BW pay periods from October 31 – November 27.  December 2021 Holidays:  For the December 23-24 holidays, must be on pay status\*\* at least 50% during the BW pay periods from November 29 – December 25.  For the December 30-31 holidays, must be on pay status\*\* at least 50% during the BW pay periods from December 12 – January 8. | Thanksgiving 2021 - For the November 25 and 26 holidays, the QWC = October 31 – November 27. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).  December 2021 Holidays:  For the December 23-24 holidays, the QWC = November 29 - December 25. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).  For the December 30-31 holidays, the QWC = December 12 – January 8. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible). |
| ***NOTE: Holiday eligibility and compensation for a holiday are two separate issues. First determine if an employee is eligible to receive holiday pay, then determine the number of holiday hours to pay based on the instructions in the chart above.***   * *ERIT – employees on ERIT on the day of a holiday would be considered “part-time” employees for the purposes of determining eligibility and pay for that holiday.* * *LNS – employees on LNS on the day of a holiday would only be eligible for pay if their LOA was approved and less than the time period specified in the contract or policy.*   *\*Applies to Career, Partial-Year Career, Limited, and Casual/Restricted Employees.*  *\*\*Pay Status, for the purposes of Holiday Pay eligibility, generally includes time on vacation leave, sick leave, or approved leave (if less than the time period specified in the contract or policy).*  *\*\*\*Please note that the definition of the Quadriweekly cycle (QWC) is different between the two sets of employee groups above:*   * *For 99, CX, DX, HX, K8, NX, PA, RX and TX – the QWC is defined as the two BW pay periods preceding the pay period in which the holiday occurs.* * *For EX and SX – the QWC is defined as the BW pay period preceding the pay period in which the holiday occurs, plus the BW pay period in which the holiday falls.*   *✓ This chart is meant to generally summarize the holiday eligibility and compensation rules for each employee group. Please refer to the PPSM policies or applicable bargaining unit policies for more complete information. Please note that the holiday pay language in both PPSM Absence from Work 2.210 and the CX contract, article 9 Holidays, have not been updated to reflect the more recent information contained in this chart.*  *🕿 Questions? Please submit an* [*HR ServiceNow*](https://ucsb.service-now.com/global) *ticket (HR Services > Position Management & Workforce Admin > Workforce Admin Question). You may also contact the* [*compensation analyst*](https://www.hr.ucsb.edu/hr-units/compensation/compensation-and-classification-contacts) *that supports your department. Holiday Eligibility Chart 2021 V4 -- Page 2 of 2* | | | | |