

To: Business Officers and PPS Preparers/Reviewers
 From: Amy Arnold – Human Resources Analyst
 Human Resources
 Re: **Holiday Pay Eligibility and General Curtailment Information**

With Thanksgiving and the winter break quickly approaching, eligibility for holiday pay is an important topic. The information provided below summarizes holiday pay eligibility for each employee group, by employee category. For more information and guidance on holiday pay, please reference the applicable policies that govern your employees (policy covered staff - [PPSM 2.210 Absence from Work, Article III, Section H](#) or represented staff - [collective bargaining agreement](#)).

Eligibility for Holiday Pay:

Unlike vacation and sick leave, holiday pay is earned in FULL hour increments only and holiday pay eligibility is dependent on the employee’s total appointment percentage and exemption status.

Holiday Eligibility for Policy Covered (99), CX, DX, HX, K8, NX, PA, RX, and TX Employees		
Employee Category*	Monthly Paid	Bi-Weekly Paid
Full Time Exempt	Must be on pay status** during the week in which the holiday occurs	N/A
Full Time Non-Exempt	N/A	Must be on pay status** on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.
Part Time Exempt	Must be on pay status** during the week in which the holiday occurs. Receives holiday pay for the number of hours in proportion to the percentage of time they are on pay status, rounded to full hour increments.	N/A
Part Time Non-Exempt	N/A	Must be on pay status** 50% time or more of the quadriweekly cycle***, defined as the two BW pay periods preceding the pay period in which the holiday occurs (EXCLUDING holiday hours). Receives holiday pay for the number of hours in proportion to the percentage of time they are on pay status, rounded to full hour increments.
Holiday Eligibility for EX and SX Employees		
Employee Category*	Monthly Paid	Bi-Weekly Paid
Full Time Non Exempt	N/A	Must be on pay status** on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.
Part Time Non-Exempt	N/A	Must be on pay status** 50% time or more of the quadriweekly cycle, defined as the BW pay period preceding the pay period in which the holiday occurs (EXCLUDING holiday hours), plus the BW pay period in which the holiday falls (EXCLUDING holiday hours). Receives holiday pay for the number of hours in proportion to the percentage of time they are on pay status, rounded to full hour increments.

**Applies to Career, Partial-Year Career, Limited, and Casual/Restricted Employees*

***Pay Status includes time on vacation leave, sick leave, and approved leave*

****Please note that the definition of quadriweekly cycle is different between the two sets of charts above*

An expanded version of the charts above, including examples, can be found on the HR website at <http://www.hr.ucsb.edu/pps-uc-path/payrollpersonnel-system-pps> under the Holiday Pay link. Also located here are two additional resources that you might find helpful in determining accruals: Holiday Calculation Chart and a Holiday Hours Calculator.

General Curtailment (Winter Closure) Information:

Some campus departments may be closed during the period of December 26, 2016 through January 2, 2017. The paid holidays during this period are December 26, 27, 30 and January 2. Departments that close additional days during this period (e.g., December 28 and 29) will have obtained prior approval for curtailment from their control point.

For departments with curtailment dates, the Curtailment Leave/Period provisions in PPSM or the applicable collective bargaining agreement apply. In general:

- Employees have the option to use vacation, compensatory time (if available) or leave-without-pay.
- Newly hired employees may utilize vacation accruals prior to six continuous months on pay status.
- An employee electing to take leave-without-pay during the curtailment closure may continue to accrue vacation and sick leave credits.
- Policy-covered staff may use up to two days of vacation leave in advance of actual accrual in situations where employees may have insufficient vacation accruals to use during the curtailment closure.
- Represented staff in the CX, DX, EX, HX, K8, RX, SX, and TX bargaining units may use up to two days of vacation leave in advance of actual accrual in situations where employees may have insufficient vacation accruals during the curtailment.

If you have additional questions regarding holiday pay, please access the FAQs on the HR website at <http://www.hr.ucsb.edu/faqs> and search for the keyword "holiday." You can also contact me at amy.arnold@hr.ucsb.edu, ext. 4068 or contact the compensation analyst that supports your department:

Kathy Moore, ext. 7137

Angie Mignone, ext. 7664

Tamara Berton, ext. 4661

Mara Morrison (for Lisa Romero), ext. 4459

Thank you.