24/7 Units at Health System Moving to Standard Holiday Time Off Policy

In 24/7 units at the UC Davis Health System, such as Hospital units, staff employees are typically granted holiday time off or holiday pay for University holidays instead of taking the holiday off like in units that operate 8-5 and close on holidays. Staff in 24/7 units then request holiday time off from their supervisors based upon their work schedule, as operational circumstances permit.

Over the years slightly different practices have been established around holiday time off. With the implementation of our new time and attendance system – ecotime – we are taking the opportunity to implement standard, best practices across the health system for 24/7 units. (To be clear: This communication and the Holiday Time Off policy does not apply to you if your work unit closes on University holidays.)

The Health System has developed a common Holiday Time Off policy that it plans to implement in late June. We are providing you with the highlights from the draft policy in advance of a policy being implemented.

Key Provisions of the New Holiday Time Off Policy:

- Employees receive Holiday Pay unless they request Holiday Time Off ("HTO") from their supervisor in advance of a holiday. Supervisors/time keepers adjust the timesheet accordingly;
- HTO hours are granted on the date of the holiday and cannot be taken before they are granted;
- HTO hours are granted in 8 hour increments for full-time employees;
- HTO is intended to be taken throughout the year as soon after the holiday as practicable;
- Given the large number of holidays falling between Veteran’s Day and New Year’s Day, employees are permitted to bank up to 40 HTO hours (the equivalent of 5 holidays);
- When an employee’s Holiday Bank is at 40 hours, subsequent holidays will be paid out as Holiday Pay, until the employee takes holiday time off to reduce the balance below 40 hours.

Employees with HTO balances greater than 40 hours are encouraged to schedule HTO with their supervisors between now and November. Any balances greater than 40 HTO hours as of November 30, 2015, will be paid out as Holiday Pay.

Employees who may have taken more Holiday Time Off hours than holidays occurring during the first part of this year will have a negative Holiday Time Off balance. Such employees will need to wait to catch up to a positive balance before taking additional Holiday Time Off.