New Holiday Time off Policy for 24/7 Units;  
Clarification about Overtime Calculation and  
Shift Differential Pay during Holidays and Vacation

On July 28, 2015, UC Davis Health System will implement a policy on Holiday Time Off (“HTO”) for units that operate 24/7. This does not apply to employees who work in units that close on University Holidays. Key provisions of the New Holiday Time Off Policy:

Employees will receive Holiday Pay on the holiday unless they request to bank HTO in advance of the date of the holiday. To request to bank HTO, employees must submit a note in their ecotime timesheet. Timekeepers/supervisors will then edit the timesheet to bank the HTO; HTO hours are granted in 8 hour increments for full-time employees on the date of the holiday, and cannot be taken before they are granted;

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 HTO Bank is at 40 hours, subsequent holidays will be paid out as Holiday Pay, until the employee takes HTO to reduce the balance below 40 hours;

Employees with HTO balances greater than 40 hours are encouraged to schedule HTO with their supervisors between August and November, as practicable. 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 HTO hours than holidays occurring during the first part of this year will have a negative HTO balance. Such employees will need to bank HTO until they have a positive balance before taking additional HTO.

Overtime Computation:

With the implementation of ecotime, questions have arisen about computing overtime and what counts as productive or actual hours worked. Labor contracts and policy generally provide that actual work for the purpose of computing overtime does not include hours paid in non-work status, such as:
• Sick leave pay,
• Vacation pay,
• Holiday Time Off/Pay,
• Compensatory Time Off, and
• Paid leave of absence.

For example, an employee who took two 10-hour shifts off of work as paid vacation and then worked three 10-hour shifts during the same work week would not be entitled to weekly overtime; because the employee’s actual hours worked were less than 40 hours -- 30 hours of actual work and 20 hours of vacation. All 50 hours would be paid as straight time.

**Shift Differentials:**

Additionally, questions have arisen about whether employees are to receive shift differentials when they take vacations or holiday time off. When an employee’s normal schedule includes a shift differential for part or all of their regular shift, then the employee generally receives the shift differential pay as part of their vacation pay and holiday time off.

Ecotime is being programmed to ensure this occurs and will apply to pay period starting on July 19, 2015. For employees who may not have received full shift differential since ecotime was launched on April 12, 2015 through July 18, 2015, Payroll will make adjustments in August paychecks to provide unpaid shift differential.