UPDATE REGARDING HOLIDAY TIME OFF PAY OUT

On July 28, 2015, UC Davis Health System implemented a policy on Holiday Time Off ("HTO") for units that operate 24/7. The policy does not apply to employees who work in units that close on University Holidays.

One of the key provisions of the HTO Policy was that employees with HTO balances greater than 40 hours were 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.

In order to provide the greatest benefit to impacted employees, the Health System will be paying out HTO balances over 40 hours prior to the holidays. As such, Payroll will be assessing HTO balances as of November 21, 2015. HTO hours over 40 will be included in the pay period ending December 5, 2015, and paid to employees on December 16, 2015.

Please contact Payroll or Employee and Labor Relations if you have any questions.