40/Holidays

I. REFERENCES AND RELATED POLICIES
   A. UC SPP 32/Overtime (Non-Exempt Employees Only)
      {http://www.ucop.edu/humres/policies/spp32.html}
   B. UC SPP 40/Holidays
      {http://www.ucop.edu/humres/policies/spp40.html}
   C. Holiday Credit Table – Appendix A

II. UC HOLIDAYS
   Employees are eligible for holiday pay for the holidays listed below in accordance with
   the nature of their appointment.

   - New Year’s Day
   - Third Monday in January – Martin Luther King Holiday
   - Third Monday in February - Presidents’ Holiday
   - Last Friday in March – Cesar Chavez Holiday
   - Last Monday in May
   - Independence Day
   - Labor Day
   - Veteran’s Day
   - Thanksgiving Day
   - Friday following Thanksgiving Day
   - December 24 (or announced equivalent)
   - December 25
   - December 31 (or announced equivalent)

III. ELIGIBILITY
   A. Full-Time Employees.
      A full-time employee shall receive holiday pay:

      1. If on pay status on the employee's last scheduled workday before the
         holiday and on the first scheduled workday following the holiday (non-
         exempt employees only);

      2. For a holiday that falls in a week in which the employee is on pay status
         (exempt employees only);

      3. When the holiday immediately precedes the employee's day of
         appointment provided the holiday is the first working day(s) of the month;

      4. When the holiday immediately follows the employee’s last day of work
         provided the holiday is the last working day(s) of the month; or
5. During an approved leave of absence, a temporary layoff, or furlough, which does not exceed twenty calendar days, including holidays.

B. Part-Time Employees
Part-time Employees shall receive holiday pay as follows:
A part-time non-exempt employee on pay status 50 percent time or more of a month or quadriweekly cycle (excluding holiday hours) receives holiday pay in proportion to the percent of time on pay status. A part-time exempt employee receives holiday pay in proportion to the percentage of appointment. Holiday pay is not granted for a holiday that occurs before the first day of appointment for a new or rehired employee or after the day of separation.

C. Alternate Full-Time Work Schedule
An employee on an alternate full-time work schedule is entitled to the same number of holidays and the same amount of paid holiday time as are granted to regularly scheduled employees.

IV. HOLIDAY CREDIT TABLES
The Holiday Credit Tables are provided as Appendix A.