



# UNIVERSITY OF MICHIGAN

## STANDARD PRACTICE GUIDE

**SECTION:** Human Resources **Number:** 201.26-1  
**SUBJECT:** Season Days **Revised:** 9/1/09  
**APPLIES TO:** All regular employees with the exception of those represented by a bargaining unit or Paid Time Off Program **Date Issued:**  
**ISSUED BY:** University Human Resources and Office of the Provost and Executive Vice President for Academic Affairs **Review Date:** 9/1/12

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### I. Policy

Employees will be granted time off without loss of their regular compensation on four (4) Season Days, subject to regulations prescribed by the University. If units are unable to schedule time off during this period, see Sec III. B. 2., Working on a Season Day(s).

### II. Definition

The Season Days are the four (4) work days (32 hours) between the days observed as the Christmas and New Year's holidays.

### III. Regulations

#### A. Eligibility

To be eligible for Season Days, an employee must be:

1. on the active payroll for the entire Holiday/Season Day period; and
2. receive pay for time worked the last scheduled work day before the Christmas holiday and the first scheduled work day after the New Year's holiday (or substituted period), or have his/her absence from work excused. (This does not apply to employees who are retiring December 31; such employees will receive pay for Season Days.)

#### B. Manner of Observance

Each operating unit will make arrangements for employees to be granted time off from work during the Season Day(s) period, except that operating units may require employees to work to maintain required services.

##### 1. Work Schedules

###### a. Full-Time Employees

Full time employees are entitled to a maximum of 32 hours of pay for Season Days, regardless of their normal work schedule.



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### b. Part-Time Employees

Regular part-time employees normally scheduled to work eight (8) or more hours per week will receive time off without loss of pay on a basis directly proportionate to that of a full-time employee (32 hours times the appointment fraction).

## 2. Working on a Season Day(s)

### a. For employees who accrue vacation time:

Employees who accrue vacation time in accordance with their appointments may be required to work on one or more of their designated Season Day(s), under the terms described below:

- i. Employees who are required to work on one or more Season Day(s) will receive their regular compensation plus shift premium, if applicable, for the time worked; and
- ii. an equivalent amount of vacation time, not including overtime, will also be added to the employee's accrual for the time worked. This additional vacation time will not exceed the maximum of 32 hours for full-time employees, and is subject to the rules governing maximum vacation accrual.

### b. For employees who do not accrue vacation time:

Employees who, in accordance with their appointments, do not accrue vacation time and who are required to or elect to work on one or more of their designated Season Day(s) will receive an equivalent amount of vacation time. To claim this additional vacation time, they should follow the same procedures they use when claiming the annual vacation allowance the University provides to them. They must use any vacation earned in this way before the next date on which the University renews their annual vacation allowance. See also [SPG 201.64-0](#) and [SPG 201.64-1](#).

## C. Compensation for Time Off Work during the Season Day Period

Employees will receive Season Day pay for all time off from work during the Season Day period. No exceptions, such as Sick time, Funeral time, Jury and Witness Service or Military Reserve Duty will be recorded during the Season Day period.

## D. Overtime

Scheduled time off from work on Season Day(s) is not used in the calculation of hours for determining whether overtime is to be paid (See SPG 201.38, Overtime).