

Standard Practice Guide Policies

Holidays

201.26-
0

Applies to: All regular employees with the exception of those covered by the terms of a collective bargaining agreement

This version of SPG 201.26-0, *Holidays* is effective on January 1, 2025. The current version of SPG 201.26-0 is attached as a PDF.

I. POLICY

Subject to regulations prescribed by the University, Regular employees are granted time off work without loss of regular compensation on the following seven (7) University-designated Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving, and Christmas Day. Regular employees are also granted one Floating Holiday per twelve month calendar year. The Floating Holiday may be used to celebrate an additional holiday or another day of personal significance.

II. REGULATIONS FOR UNIVERSITY-DESIGNATED HOLIDAYS

A. SATURDAY-SUNDAY HOLIDAYS

University-designated Holidays will be observed on the calendar day on which each falls, except that a Holiday falling on Sunday will be observed the following Monday and a Holiday falling on Saturday will be observed the preceding Friday. Operating units that have seven (7) day a week operations may observe Saturday and Sunday Holidays on the day on which they fall rather than the preceding Friday or following Monday. This exception should be communicated in writing by the department to employees in the classification(s) affected.

B. SUBSTITUTION

Because other days may be of more significance than a University-designated Holiday, an employee may substitute up to three days of their own choice for any three of the University designated Holidays within the fiscal year in which the University-

designated Holidays fall. Written notification of substitution(s) requests must be given by the employee to their immediate supervisor on or before July 1st of each fiscal year.

An employee hired after July 1st in the first fiscal year of employment may submit written notification to their supervisor no later than 30 days after their date of hire.

The provisions of Section II., C., 1., d) (working on a Holiday) will apply to the substitute Holiday and not the University-designated Holiday.

The Floating Holiday may not be substituted for a University-designated Holiday.

C. MANNER OF OBSERVANCE

Each operating unit, consistent with its operation and work requirements, shall make arrangements for employees to observe Holidays in the following manner:

1. Regular full-time and part-time employees normally scheduled to work 8 or more hours per week (probationary employees included).
 - a. Time Off work shall be granted on Holidays, except that operating units may require employees to work to maintain operations.
 - b. Time Off on a Holiday shall be granted:
 - (1) Without loss of regular compensation, provided the employee:
 - (a) works the last scheduled work day prior to and the first scheduled work day following the Holiday, or
 - (b) is absent from work on either or both of these days for any of the following reasons:
 - (a) Approved Vacation, Sick Time, Paid Maternity (Childbirth) Leave, Paid Parental Leave, or Paid Time Off.
 - (b) Jury Duty Service.
 - (c) Military service not exceeding fifteen (15) days.
 - (d) has a retirement date consecutive and contiguous to a Holiday(s), including their regularly scheduled day off.
 - (e) Time off without compensation provided time off is with the prior approval of the employee's immediate supervisor, not to include a leave of absence or layoff unless it begins the first scheduled work day following the Holiday.
 - (2) With loss of regular compensation when the employee does not meet the conditions set forth in Section II., C., 1., b), (1).

(3) When time off work is granted on a Holiday that falls on a day when a full-time employee would normally work for fewer than eight (8) hours, the employee will be granted eight (8) hours Holiday pay.

(4) Regular part-time employees normally scheduled to work eight (8) or more hours per week will be granted compensation in an amount equal to either the number of hours, excluding overtime hours, they are normally scheduled to work on the day on which the Holiday falls, or the number of hours normally scheduled during the week divided by five (5), times the hourly rate plus shift premium if applicable, whichever is greater.

c. Holiday observed on an employee's scheduled day off:

(1) Regular full-time employees: When a Holiday is observed on a employee's scheduled day off, they will be granted either time off work on another day by adding compensating time off to vacation or paid time off accrual, or additional compensation in an amount equal to eight (8) hours times the hourly rate plus shift premium if applicable.

(2) Regular part-time employees: When a Holiday is observed on a scheduled day off of a regular part-time employee normally scheduled to work eight (8) or more hours per week, they will be granted either time off work on another day by adding compensating time off to vacation or paid time off accrual, or additional compensation. The number of hours in either option will be equal to the number of hours of work normally scheduled during the week divided by five.

d. Working on a Holiday:

(1) An employee required to work on a Holiday shall receive compensation for the Holiday as provided in II., C., 1., b) as if they had time off work on the Holiday, and will also be granted additional compensation for the time worked.

(a) Exempt, regular full-time and part-time employees: amount equal to the number of hours worked times hourly rate, which includes shift premium, if applicable.

(b) Non-exempt, regular full-time and part-time employees: amount equal to the number of hours worked times one and one half hourly rate, which includes shift premium, if applicable.

(c) Employees on Michigan Medicine Paid Time Off plan (PTO eligible employees): See the UMHS & Shared Services Non-

Bargained for Staff Holidays Policy (<https://michmed-administration.policystat.com/policy/7126281/latest/>).

(2) An employee who fails to work on a Holiday when assigned or called in (both those in “on call” status and others) will not receive pay for the day, unless such absence is for a reason set forth in paragraph II., C., 1., b), (1), (b) above.

e. Holidays that occur during approved absences:

An employee who is off work in accordance with the Vacation, Sick Time, Paid Maternity (Childbirth) Leave, Paid Parental Leave, or Paid Time Off Plans on a Holiday will be considered observing that Holiday and will not be charged for vacation time, paid maternity (childbirth) leave, paid parental leave, PTO, or sick time on that day.

f. Overtime

Scheduled time off from work on a Holiday is paid time, but is not used in the calculation of hours for determining whether overtime is to be paid (See SPG 201.38, Overtime (<https://spg.umich.edu/policy/201.38>)).

2. Regular, part-time employees less than 8 hours per week

Regular, part-time employees normally scheduled to work fewer than 8 hours per week shall be granted time off work without compensation on Holidays. Operating units may require employees to work to maintain minimum essential services. A non-exempt employee who works will receive compensation for the time worked, computed at one and one-half times his hourly rate.

3. Temporary full and part-time employees

Temporary full and part-time employees shall be granted time off work without compensation on Holidays.

4. Operating units may require employees to work to maintain minimum essential services. A non-exempt employee who works will receive compensation for the time worked, computed at one and one-half times his hourly rate. Employees on Michigan Medicine Paid Time Off plan (PTO eligible employees): See the UMHS & Shared Services Non-Bargained for Staff Holidays Policy.

III. REGULATIONS FOR THE FLOATING HOLIDAY

A. Upon date of hire, regular employees are eligible for a one day Floating Holiday (up to 8 hours with a full-time appointment) to observe an additional holiday or a day of personal significance one time every calendar year.

B. Scheduling Guidelines

1. The Floating Holiday is scheduled in advance and subject to supervisory approval.
2. Employees should follow their unit's process for requesting time off to schedule the Floating Holiday.
3. The Floating Holiday must be scheduled as a single day of time. Incremental use is not permitted.
4. Units have the discretion to establish scheduling guidelines to maintain minimum essential services.

C. Limitations and Exclusions

1. A proportional amount of Floating Holiday time is available for employees regularly scheduled to work 8 or more hours per week, to a maximum of 8 hours Floating Holiday time. Once the Floating Holiday has been scheduled and paid, subsequent changes in appointment effort do not provide additional time or reduce the amount paid. Employees on Michigan Medicine Paid Time Off plan (PTO eligible employees): See the UMH & Shared Services Non-Bargained for Staff Holidays Policy.
2. Only one Floating Holiday is available during the twelve month calendar year, regardless of the number of eligible appointments the employee has at the University. Unused Floating Holiday time does not carry over, is not added to vacation or paid time off accruals, and will not be paid out upon termination or transfer to a position that does not provide the same benefit.
3. The Floating Holiday may not be used:
 - a. For the last day worked
 - b. To extend medical absence from work including short term sick, extended sick, or maternity (childbirth)
 - c. On a University-designated holiday or Season Day
4. Floating Holiday time is not used in the calculation of hours for determining whether overtime is to be paid (See SPG 201.38, Overtime (<https://spg.umich.edu/policy/201.38>)).
5. If an employee is scheduled to work on a day previously approved for the Floating Holiday, that day reverts to a work day. An employee must request the Floating Holiday be rescheduled, with unit approval, within the current twelve month calendar year.

Notes

This policy was revised in December 2024 to announce the new Floating Holiday benefit, which is effective January 1, 2025.

This policy was revised in November 2023 to provide updated links.

This policy was updated in November 2019 at Section II. D., Working on a Holiday, to add information for Michigan Medicine employees on the Paid Time Off plan.

This policy was updated in September 2018 to clarify impact of SPG 201.30-6, Paid Maternity (Childbirth) Leave and Parental Leave.

SPG Number:

201.26-0

Applies To:

All regular employees with the exception of those covered by the terms of a collective bargaining agreement

Date Issued:

July 1, 2005

Last Updated:

December 5, 2024

Owner:

University Human Resources; Office of the Provost and Executive Vice President for Academic Affairs

Next Review Date:

December 5, 2029

Primary Contact:

University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs

Related Policies:

Overtime (</policy/201.38>)

Related Links:

UHR Compensation and Classification web site (<http://hr.umich.edu/compclass/>)

Procedure (<https://hr.umich.edu/working-u-m/management-administration/uhr-procedures/20126-0-holidays>)

UHR Compensation and Classification web site (<http://hr.umich.edu/compclass/>)

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