

HOLIDAY PAY ELIGIBILITY CHART 2024 (revised 11/26/2024)

GROUP #1: Holiday Eligibility and Pay for Policy Covered (99), CX, DX, HX, K8, NX, PA, RX, and TX Employees				
Employee Category*	Monthly Paid	Bi-Weekly Paid	Eligibility Examples for the Thanksgiving and December Holidays in 2024	Example Calculations of Eligibility
Full-Time Exempt	Eligibility: Must be on pay status** during the week in which the holiday occurs. Pay: Receives full holiday pay.	N/A	Must be on pay status** the weeks of November 24 and December 22 and 29, 2024.	N/A
Full-Time Non-Exempt	N/A	Eligibility: Must be on pay status** on their last scheduled workday before the holiday and on their first scheduled workday following the holiday. Pay: Receives full holiday pay.	<u>Thanksgiving 2024:</u> Must be on pay status** Wednesday, November 27 and Monday, December 2 (unless their regularly scheduled work days are different). <u>December 2024 Holidays:</u> Must be on pay status** Monday, December 23, Thursday, December 26, Monday, December 30, and Thursday, January 2 (unless their regularly scheduled work days are different).	N/A
Part-Time Exempt (fixed or variable)	Eligibility: Must be on pay status** during the week in which the holiday occurs. Pay: Receives holiday pay for the number of hours in proportion to the percentage of their appointment during the month in which the holiday occurs, rounded to the nearest full-hour increments.	N/A	Must be on pay status** the weeks of November 24 and December 22 and 29, 2024.	An 80% exempt employee is eligible for 6 hours of holiday pay for each holiday (8 hour day x 80% = 6.4 hours, rounded to the nearest full hour = 6 hours).
Part-Time Non-Exempt (fixed or variable)	N/A	Eligibility: Must be on pay status** 50% time or more of the QWC,** defined as the two BW pay periods preceding the pay period in which the holiday occurs. Pay: Receives holiday pay (rounded to nearest full hour increments) for the number of hours in proportion to the percentage of time they are on pay status during the two BW pay periods immediately preceding the BW pay period in which the holiday occurs.	<u>Thanksgiving 2024:</u> Must be on pay status** at least 50% during the BW pay periods from October 28 - November 23. <u>December 2024 Holidays:</u> Must be on pay status** at least 50% during the BW pay periods from November 24 - December 21 for the December 24, 25, 31 and January 1 holidays.	<u>Thanksgiving 2024</u> - For the November 28 and 29 holidays - the October 28 - November 23 QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible). <u>December 2024 Holidays:</u> For the December 24, 25, 31 and January 1 holidays, the QWC = November 24 - December 21. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).

HOLIDAY PAY ELIGIBILITY CHART 2024 (revised 11/26/2024)

GROUP #2: Holiday Eligibility and Pay for EX and SX Employees

Employee Category*	Monthly Paid	Bi-Weekly Paid	Eligibility Examples for the Thanksgiving and December Holidays in 2024	Example Calculations of Eligibility
Full-Time Non-Exempt	N/A	<p>Eligibility: Must be on pay status** on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.</p> <p>Pay: Receives full holiday pay.</p>	<p><u>Thanksgiving 2024:</u> Must be on pay status** Wednesday, November 27 and Monday, December 2 (unless their regularly scheduled work days are different).</p> <p><u>December 2024 Holidays:</u> Must be on pay status** Monday, December 23, Thursday, December 26, Monday, December 30, and Thursday, January 2 (unless their regularly scheduled work days are different).</p>	N/A
Part-Time Non-Exempt (fixed or variable)	N/A	<p>Eligibility: Must be on pay status** 50% time or more of the QWC,*** defined as the BW pay period immediately preceding the pay period in which the holiday occurs plus the BW pay period in which the holiday falls.</p> <p>Pay: Receives holiday pay for the number of hours in proportion to the percentage of time they are on pay status during the QWC in which the holiday occurs, rounded to nearest full hour increments.</p>	<p><u>Thanksgiving 2024:</u> For the November 28 and 29 holidays, must be on pay status** at least 50% during the BW pay periods from November 10 – December 7 .</p> <p><u>December 2024 Holidays:</u> For the December 24, 25, 31 and January 1 holidays, must be on pay status** at least 50% during the BW pay periods from December 8 - January 4, 2025.</p>	<p><u>Thanksgiving 2024</u> - For the November 28 and 29 holidays, the QWC = November 10 – December 7. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).</p> <p><u>December 2024 Holidays:</u> For the December 24, 25, 31 and January 1 holidays, the QWC = December 8 – January 4, 2025. QWC = 160 hours x 50% = 80 hours (minimum hours on pay status to be eligible).</p>

NOTE: Holiday eligibility and compensation for a holiday are two separate issues. First determine if an employee is eligible to receive holiday pay, then determine the number of holiday hours to pay based on the instructions in the chart above.

- ERIT – employees on ERIT on the day of a holiday would be considered “part-time” employees for the purposes of determining eligibility and pay for that holiday.
- LNS – employees on LNS on the day of a holiday would only be eligible for pay if their LOA was approved and less than the time period specified in the contract or policy.

*Applies to Career, Partial-Year Career, Limited, and Casual/Restricted Employees.

**Pay Status, for the purposes of Holiday Pay eligibility, generally includes time on vacation leave, sick leave, or approved leave (if less than the time period specified in the contract or policy).

***Please note that the definition of the Quadriweekly cycle (QWC) is different between the two sets of employee groups above:

- For 99, CX, DX, HX, K8, NX, PA, RX, and TX – the QWC is defined as the two BW pay periods preceding the pay period in which the holiday occurs.
- For EX and SX – the QWC is defined as the BW pay period preceding the pay period in which the holiday occurs, plus the BW pay period in which the holiday falls.

✓ This chart is meant to generally summarize the holiday eligibility and compensation rules for each employee group. Please refer to the PPSM policies or applicable bargaining unit policies for more comprehensive information. Please note that the holiday pay language in both PPSM Absence from Work 2.210 and the CX contract, article 9 Holidays, have not been updated to reflect the more recent information contained in this chart.

□ Questions? Please submit an [HR ServiceNow](#) ticket (HR Services >HRIS > Workforce Admin Question). You may also contact the [compensation analyst](#) that supports your department.

Please refer to the HR Website for more Holiday Pay resources: <https://www.hr.ucsb.edu/paid-unpaid-timeoff-resources>