HOLIDAY TIME REPORTING
FOR AMBULATORY CARE NURSING

Presented by The UMHS Payroll Office
2015

Presented by:
Melissa Henes, Payroll Analyst
Kim Watson, Payroll Analyst

Special Guest:
Jerri Atkins
Human Resources
Holiday Class Agenda

- General Practices
- Holiday Time Reporting Codes
- Time reporting examples
- Q & A
- Resources
Holidays

Seven (7) university-designated holidays

- New Year
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas
Nursing Basics

- Holiday (HOL/HOM), does not count toward the calculation of overtime
  - Hours worked on the Holiday (HWT) do count toward OT calculation (OTP)
- Holiday Pay (HOL) is based on normal shift length or number of hours worked on the Holiday, whichever is greater.
- During the Holiday week, schedule consistent with appointment fraction which may include the Holiday (HOL).
- Holiday substitution: May substitute up to three (3) days of significance
Employees do not receive holiday pay unless they work the last scheduled work day prior to and the first scheduled work day after the holiday, unless excused.
### Nursing Holiday Time Reporting Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOL</td>
<td>Used to report holiday pay for days normally scheduled to work and is included in appt. hours.</td>
</tr>
<tr>
<td>HOM</td>
<td>Used to report holiday pay for days normally scheduled off. Pays above appt. hours at the hourly rate.</td>
</tr>
<tr>
<td>HWT</td>
<td>Used to report hours worked on the Holiday, pays at 1.5 times the hourly rate.</td>
</tr>
<tr>
<td>HSB</td>
<td>Reported on substituted Holiday.</td>
</tr>
<tr>
<td>HWD</td>
<td>Used to report hours worked on Christmas, pays at 2.0 time the hourly rate.</td>
</tr>
<tr>
<td>HOR</td>
<td>Adds hours to PTO at 1.5 times the hours in lieu of Pay (ACNRP regular staff only).</td>
</tr>
</tbody>
</table>
Para. 355-355D does not apply: Holiday week incentives such as 1.5 PTO added to bank.

Part time employees who work their full FTE during the week receive Holiday pay based on shift length x FTE.

May observe “actual” Holiday if clinic is open and employees are working

- [http://www.med.umich.edu/nursing/jit/docs/HOLIDAY_QA_2010.pdf](http://www.med.umich.edu/nursing/jit/docs/HOLIDAY_QA_2010.pdf)
MNA Holiday Substitution

- May substitute up to three (3) holidays for any of the University observed holidays
- Must be pre-scheduled
- Substituted holiday may not be taken during a week the employee has a holiday off
- Para. 354 & 355 do not apply on substituted holidays
Both Thanksgiving Holidays are a part of the appointment fraction

- .80 FTE working 8 hour shifts

### Ambulatory Care Nursing

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs HOL</th>
<th>Fri HOL</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REG</td>
<td>8 REG</td>
<td>8 Holi</td>
<td>8 HOL</td>
<td>8 Holi</td>
<td>8 Holi</td>
<td></td>
</tr>
</tbody>
</table>
Ambulatory Care Nursing

Holiday is part of appointment fraction

- .80 FTE working 8 hour shifts
- Picked up an extra shift on the Holiday

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REG</td>
<td>8 REG</td>
<td>8 HOL</td>
<td>8 HOL</td>
<td>8 REG</td>
<td>8 REG</td>
<td></td>
</tr>
</tbody>
</table>

**HWT** - Used to report hours worked on the Holiday, pays at 1.5 times the hourly rate.
Ambulatory Care Nursing

Holiday is part of appointment fraction

- 1.0 FTE working 8 hour shifts
- Worked on the Holiday
- Total hrs worked = 44 hrs

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed HOL</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REG</td>
<td>8 REG</td>
<td>8 HOL 4 HOM 12 HWT</td>
<td>8 REG 4 OTH</td>
<td>8 REG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **OTH (Overtime Half Pay)**
  - Pays .5 times the hourly rate
  - Eliminates FLSA rate errors and adjustments in the following paycheck

- **HOM (Holiday on Off Day)** is used to match Holiday hours to the number of hours worked on the Holiday
Ambulatory Care Nursing

Holiday is a part of the appointment fraction

- 1.0 FTE working 10 hour shifts

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed HOL</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 REG</td>
<td></td>
<td></td>
<td>10 HOL</td>
<td>10 REG</td>
<td>10 REG</td>
<td></td>
</tr>
</tbody>
</table>
Ambulatory Care Nursing

One Holiday is part of appointment fraction/ the other is above appointment

- .80 FTE working 8 hour shifts; 2nd Holiday pro-rated shift x FTE. (Para. 352A)

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs HOL</th>
<th>Fri HOL</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REG</td>
<td>8 REG</td>
<td>8 REG</td>
<td>8 HOL</td>
<td>6.4 HOM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ambulatory Care Nursing

One Holiday is part of appointment fraction/ the other is above appointment

- 10 hour shift length x 1.0 FTE
- Working an 8 hr shift on both holidays
- Total hrs worked = 46 hrs

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs HOL</th>
<th>Fri HOL</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10 REG</td>
<td>10 REG</td>
<td>10 Reg 6 OTH</td>
<td>10 HOL 8 HWT</td>
<td>10 HOM 8 HWT</td>
<td></td>
</tr>
</tbody>
</table>

- OTH (Overtime Half Pay)
- Pays .5 times the hourly rate
- Eliminates FLSA rate errors and adjustments in the following paycheck
Both Thanksgiving Holidays are above appointment fraction (Para. 352A)

- .5 FTE working 10 hour shifts
- Both days are pro-rated shift length x FTE.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs HOL</th>
<th>Fri HOL</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 REG</td>
<td>10 REG</td>
<td></td>
<td></td>
<td>5 HOM</td>
<td>5 HOM</td>
<td></td>
</tr>
</tbody>
</table>
Ambulatory Care Nursing

Holiday is above appointment fraction

- .6 FTE working 8 hour shifts

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed HOL</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>8 REG</td>
<td>4.8 HOM</td>
<td>8 REG</td>
<td>8 REG</td>
<td></td>
</tr>
</tbody>
</table>
Ambulatory Care Nursing

Holiday is above appointment fraction.

- 8 hour shift length x .8 FTE
- Working 8 hr shift on the holiday
  - Report HOM as 8 hrs to match the hours worked on the Holiday.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed HOL</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REG</td>
<td>8 REG</td>
<td>8 HOM 8 HWT</td>
<td>8 REG</td>
<td>8 REG</td>
<td>8 REG</td>
<td></td>
</tr>
</tbody>
</table>
Ambulatory Care Nursing

Holiday is above appointment

- 9 hour shift length x .9 FTE

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed HOL</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 REG</td>
<td>9 REG</td>
<td>8.1 HOM</td>
<td>9 REG</td>
<td>9 REG</td>
<td>9 REG</td>
<td></td>
</tr>
</tbody>
</table>
Para. 351D (Applies to ACNRP Only)

ACNRP Regular employees will be scheduled to work their full appointment during holiday weeks in which they are not scheduled to work on the holiday. These employees will be eligible for holiday week incentives (p 355) for those holiday weeks scheduled in this fashion.
Ambulatory Care Nursing  
ACNRP ONLY

Para 351D: Example
- Eligible for incentive on Paragraph 355

- 9 hour shift length x .9 FTE

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed HOL</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 REG</td>
<td>9 REG</td>
<td>8.1 HOR</td>
<td>9 REG</td>
<td>9 REG</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

System will multiple HOR hours by 1.5 before adding them to the PTO Bank.
Ambulatory Care Nursing
ACNRP ONLY

Para 351B: During a week in which a holiday falls, employees will be scheduled consistent with their appointment fraction, except during the Thanksgiving week, in which one of the two (2) holiday shifts may be included in the appointment fraction.

- 8 hour shift length x .6 FTE

<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs HOL</th>
<th>Fri HOL</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 REG</td>
<td>8 REG</td>
<td>8 HOL</td>
<td>4.8 HOM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Para. 355 (Applies to ACNRP only)

- Employees who are off on the holiday, but who are scheduled their full appointment fraction prior to schedule development and who work their full appointment fraction during a holiday week, may choose either:
  - Payment for the holiday at straight time, or
  - An equal number of hours added to their PTO bank at time and one half (1-1/2), and
  - The employee will be exempt from assigned overtime for the designated extra shift, to be determined based upon unit need and discussion between the employee and the manager.
Ambulatory Care Nursing
Monthly Nurses

- See NP Memo of Understanding 745. of the MNA contract:
  - An NP working on the Holiday who does not take an additional day off will receive pay at Straight Time for all hours worked on the Holiday in addition to their monthly pay.
  - This means NP’s do not receive 2.0 times pay for working on Christmas
.9 FTE working their full appointment with the holiday off.

Holiday is paid above appointment,

\[ .9 \text{ FTE} \times 9 \text{ hour shift} = 8.1 \text{ HOM} \]

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed HOL</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 REG</td>
<td>9 REG</td>
<td>8.1 HOM</td>
<td>9 REG</td>
<td>9 REG</td>
<td>9 REG</td>
<td></td>
</tr>
</tbody>
</table>
Ambulatory Care Nursing
Monthly Nurses

- 1.0 FTE working their full appointment with one of the holidays off.
- Thanksgiving is a part of the appointment
- The day after Thanksgiving is above appointment
  - $1.0 \text{ FTE} \times 10 \text{ hour shift length} = 10 \text{ HOM}$

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs HOL</th>
<th>Fri HOL</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 REG</td>
<td>10 REG</td>
<td>10 REG</td>
<td>10 HOL</td>
<td>10 HOM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Q. How is the holiday coded for a Nurse Practitioner if they work their full appointment and have the holiday off?

A. Nurse Practitioners have the option of receiving the holiday at straight time over appointment (HOM) or PTO at 1.5 times the hours (HOR). The NP’s normal shift length should be reported for the holiday prorated by FTE unless they work in a 24/7, OR/Procedure unit, and then it is not prorated. For Thanksgiving the second day of the holiday would be prorated based on normal shift length and FTE.

NP’s are not eligible for Holiday incentives or 1.5 times rate for working on the Holiday. Generally they should be taking another day off during the month instead and not getting any extra pay for working on the Holiday according to the contract language.
FAQ

Q.
Is the Thanksgiving Holidays (Thursday and Friday) considered one Holiday for those covered by the UMPNC/MNA bargaining agreement?

A.
Yes. See Holiday QA document located on JIT website. (Question number 16 on the document)
FAQ

Q. Can a nurse be scheduled to work one of the Thanksgiving holidays and not the other?

A. According to P348 and the Intent Note for P348 and the Holiday Q&A it says that “Thanksgiving and the day after Thanksgiving will be requested and scheduled as one holiday.” Also, that they are “both on or both off.” The unit would need to have something written in their holiday guidelines and approved which are sent to UMPNC before December 1st of the previous year and the Holiday selections in January. (Mark Kempton)
AMBULATORY CARE NURSING QUESTIONS?
Reminder:

The 11/25/15 pay date will have an early cutoff date Sunday, November 22nd.
Thanks for attending!
Have a great holiday season!