MNA HOLIDAY TIME REPORTING 2016
INPATIENT NURSING
PROCEDURE AREAS
OPERATING ROOMS
EMERGENCY DEPARTMENT

FLSA Presentation:
Amanda Louks, Payroll Manager

Holiday Timekeeping Presentation:
Angie Galvin, Payroll Analyst
Nicole Stephenson, Payroll Analyst
Holiday Class Agenda

- Holiday pay reporting rules
- Holiday time reporting codes
- Time reporting examples throughout
- Q & A
- Resources for support
- JIT holiday scenarios
Holidays

Seven (7) university-designated holidays

- New Years Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas
Mpathways Holiday Time Reporting Code Definitions

- **HOL (holiday pay)** Used to report holiday pay hours included in appt.; pays at 1.0 times the hourly rate

- **HSB (holiday substitution pay)** Used to report substituted holiday pay hours included in appt.; pays at 1.0 times hourly rate

- **HOM (holiday pay)** Used to report holiday pay hours not included in appt.; pays above appt. at 1.0 times hourly rate

- **HOP (holiday hours that add to PTO)**; Used to report holiday pay hours not included in appt.; adds to PTO at 1.0 times hours reported

- **HOR (holiday hours that add to PTO)**; Used to report holiday pay hours not included in appt.; adds to PTO at 1.5 times hours reported
M-Pathways Holiday Time Reporting Code Definitions

- **HWR (hours worked on holiday 1.0)** - Used to report hours worked on the holiday; pays above appt. at 1.0 times the hourly rate

- **HWT (hours worked on holiday 1.5)** - Used to report hours worked on the holiday; pays above appt. at 1.5 times the hourly rate

- **HWD (hours worked on holiday 2.0)** - Used to report hours worked on Christmas Day for nurses covered under UMPNC/MNA contract; pays above appt. at 2.0 times hourly rate

- **OTH (overtime half pay)** - Used with REG/OTR on a day other than the holiday to create overtime at 1.5 times hourly rate when all hours that count towards OT exceeds 40 in the week, including hours worked on the holiday; **pays above appt. at .5 times hourly rate** (used only during holiday weeks)
MNA Holiday Substitution

• May substitute up to three (3) holidays for any of the university-observed holidays
• Must be pre-scheduled
• Substituted holidays may not be taken during a week the employee has a holiday off
• Para. 354 & 355 do not apply on substituted holidays
MNA Holiday Pay Reporting

Eligibility for Holiday Pay

– Must have at least a .2 FTE

– Must work their scheduled shift before and after the holiday, unless excused (para. 352)
MNA Holiday Pay Reporting

Holiday pay hours (HOL/HOM) are reported in accordance with the normal shift length or number of hours worked on the holiday, whichever is greater.

Example:
.9 FTE; off on the holiday (Tues); the holiday is part of appt.

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<th>Sun</th>
<th>Mon</th>
<th>(holiday) Tues</th>
<th>Wed</th>
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MNA Holiday Pay Reporting

Holiday pay (HOL/HOM) is based on normal shift length or number of hours worked on the holiday, whichever is greater.

Example:
.6 FTE; Holiday off; requested to work full appt. prior to schedule development; picked up 16 hours on the holiday

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MNA Holiday Pay Reporting

Christmas Holiday pay (HWD) is based on the number of hours worked on the Christmas Holiday. It is reported in addition to HOL, which reflects the number of hours scheduled.

Example:
.9 FTE; Holiday scheduled to work 12 hours. Requested to work full appt. prior to schedule development.

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Holiday pay on off day (HOM) pays above appt. at 1.0 times hourly rate and is reported in accordance with the normal shift length.

- Except during Thanksgiving when the second holiday is prorated (example: shift length (12) times FTE .9 = 10.8)

Holiday pay hours (HOL, HOM) do not count towards the overtime calculation.

Example: .9 FTE; Off on the Holiday; Holiday Pay at normal shift length and pays above appt.; or can choose the PTO option if requested and scheduled to work full appt. that week.

### MNA Holiday Pay Reporting

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Nurses under the MNA agreement may request hours added to their PTO bank (HOP) instead of Holiday pay (HOL). The HOP is reported in accordance with the normal shift length.

HOP = holiday hours added to PTO bank as regular rate 1.0.

Example: .9 FTE employee chooses the PTO option on the holiday instead of Holiday pay (HOL)

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MNA Holiday Pay Reporting

Hours worked on the Holiday (HWT) are paid at 1.5 times hourly rate

Example:
.9 FTE; scheduled off on holiday; picked up shift on the holiday; hours worked on the holiday paid at 1.5 (HWT); 8 OTH added to create OTP due to hours that count towards OT exceeding 40

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<td>12 REG</td>
<td>8 OTH</td>
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MNA Holiday Pay Reporting

Hours worked on the Holiday (HWT/HWD) are counted towards the calculation of OT

- See overtime chart on the Timekeeper Network [http://www.med.umich.edu/umhshr/timekeepers/guide.html](http://www.med.umich.edu/umhshr/timekeepers/guide.html)

Example:

.9 FTE; Scheduled full appt.; working on the Holiday; picks up 8 hr extra shift; picks up an extra 4 hours on the Holiday

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<td>8 OTP</td>
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MNA Holiday Pay Reporting

- Para 351B; During a week in which a holiday falls, **employees will be scheduled consistent with their appointment fraction**, except during Thanksgiving week, in which one of the two holiday shifts may be included in the employee’s appointment fraction.

- Interpretation….  
  - Employee will have the Holiday scheduled as part of their appointment fraction 
  - When the Thanksgiving is scheduled off only one of the two Holiday shifts may be scheduled as part of their appointment fraction 
  - When the Thanksgiving is scheduled as worked then both days count towards the appointment fraction
When an employee is off work using Ext Sick, the Holiday is reported consistent with the normal shift length

Then pro-rate the remaining appointment hours over the remaining work days M-F

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<td>4 ESF</td>
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<td>12 HOL</td>
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CSR Holiday Scheduling:

- Para 351D: CSR regular staff will be scheduled to work their full appointment during Holiday weeks which they are scheduled off on the Holiday

*Eligible for holiday week incentives 355-355D*

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CSR Holiday Scheduling

If pre-scheduled off for entire week use holiday as part of appt.

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- If taking less than the entire week off must report PTO and Holiday is reported above appointment
  - forces use of PTO; incentive to work

Example: .8 FTE; one pre-scheduled PTO day; off on the holiday

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CSR Holiday scheduling:

All Regular CSR RN’s will be scheduled to work one of the four summer holidays AND either Christmas or New Year’s
MNA Holiday Pay Reporting

If a call in occurs on the “designated extra shift” the HOM becomes HOL.

Use of PTO is not an option when calling in on the designated extra shift.

Example:

.9 FTE; scheduled off on holiday; working full appt.; called in on extra shift

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<th>Scheduled</th>
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<th>(holiday) Mon</th>
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MNA Holiday Pay Reporting

PTO can not be used for a cancelled “designated extra shift”

- Option 1: If $ option is chosen then HOM changes to HOL
- Option 2: If PTO option is chosen then stays the same; will be 8 hours short of pay with 1.5 times hours added to bank for Holiday

Example:

.8 FTE; scheduled off on Holiday; working full appt.; extra shift cancelled

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MNA Holiday Pay Reporting

Para 352A/352B; 24/7 and OR/Procedure Units

Off on the Holiday and Holiday not included in appointment:

- Part time employees who work full FTE receive Holiday Pay at normal shift length
- Except the Friday after Thanksgiving which is pro-rated
- Unless they work on the Friday then they would get their normal shift length or number of hours worked whichever is greater
Para. 355C

Part-time employees who are off on the holiday and who request to be scheduled for hours above their appt. prior to schedule development will receive time and one-half for those over appt. hours worked during a holiday week.
**MNA Holiday Pay Reporting**

**Holiday Incentives Para. 355-355D**

- Pre-scheduled & work full appt.; Holiday off receive either:
  - Straight time holiday pay (HOM), **OR**
  - Equal number of hours x 1.5 added to PTO (HOR)
  - **AND** exempt from assigned OT on “designated extra shift”

Example:

.9 FTE; off on the Holiday; scheduled full appt.

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<td>12 REG extra shift</td>
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MNA Holiday Pay Reporting: Advanced Practice Nurses-Monthly Paid

- Eligible for 1.5 times pay for hours worked on the Holiday for all except Nurse Practitioners
  - 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 get 2X pay on Xmas
  - All other Holiday language provisions apply to this group of nurses if all the criteria for eligibility are met
Resources

Holiday Q&A document:
http://www.med.umich.edu/NURSING/jit/docs/Holiday_QA.pdf

OneStaff and Mpathways Reporting Codes:

Holiday scenarios JIT website:
http://www.med.umich.edu/NURSING/jit/docs/Contract_Payroll_Scenarios_Non_Tgiving.xls
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 overtime (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.
Q. Is the Thanksgiving Holidays (Thursday and Friday) considered one Holiday for those covered by the UMPNC/MNA bargaining agreement?

A. Yes. See “Additional Holiday Information” document located on JIT website. (Question number 16)
http://www.med.umich.edu/NURSING/jit/docs/Holiday_QA.pdf
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 “Additional Holiday Information” document, says “Thanksgiving and the day after Thanksgiving will be requested and scheduled as one holiday.” They are counted as “both on or both off.” The unit should have it written in their approved holiday guidelines, then sent to UMPNC before December 1st of the prior year and the Holiday selection period in January. (Mark Kempton)
Reminder!

EARLY TIME ENTRY CUT-OFF

Sunday, November 20

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<th>Sun 20</th>
<th>Mon 21</th>
<th>Tues 22</th>
<th>Wed 23</th>
<th>Thur 24</th>
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QUESTIONS?
Next....

Non-Bargained For & AFSCME