

Season Days: General Guidelines

SEA Used to report season days off work

SEW Used to report season days worked, adds equal number of hours to the VAC/PTO bank (**Reported instead of REG**)

Below is a chart that gives some very general guidelines. Please refer to the appropriate source in accordance with the type of employee you are reporting time for to get all the details needed in regards to reporting Season days. There are varying eligibility requirements for receiving season days as well.

Please notice for employees covered under the TRADES, AFSCME, or POAM contracts their season days are 8 hours per day or pro-rated if part time, regardless of normal shift length. Be sure to report up to standard hours each week.

Only Season Days Worked will be considered towards the 40 hours in the week to get to overtime pay, which is paid at time and one half the regular hourly rate.

For units that are 24/7, Season Days can be reported within a broader date range as indicated in the individual contracts.

Type of Employee	Time period eligible to report	Number of hours eligible (pro-rated for part time)
Non-Bargained for Campus Employees http://spg.umich.edu/pdf/201.26-1.pdf	Between the days observed as the Christmas and New Year's	(4)four work days(32 hours)
Those covered by TRADES contract http://www.med.umich.edu/umhshr/supervisor/bargaining-agreements.html	Between the days observed as the Christmas and New Year's	(4)four work days at (8)eight hours per day
Service/Maintenance Covered by AFSCME Contract http://www.med.umich.edu/umhshr/supervisor/bargaining-agreements.html	Between the days observed as the Christmas and New Year's(Exception-University Hospitals may report between 12/15-1/15)	(4)four work days at (8)eight hours per day
Employees covered under the POAM contract http://www.med.umich.edu/umhshr/supervisor/bargaining-agreements.html	Between the days observed as the Christmas and New Year's	(4)four work days at (8)eight hours per day