

# SERVICE/MAINTENANCE SEASON DAY TIME REPORTING

## Season Days Not Working

For University Hospitals, **between December 15 and January 15**, there shall be **four (4) Season Days** which may be **designated on an individual basis**.

Each Season Day shall be the consecutive twenty-four (24) hour period starting with the employee's starting time.

Each **full-time employee**, other than an employee on layoff or on any leave of absence, **shall receive eight (8) hours pay** at his/her hourly rate plus shift or special schedule premium if applicable, **for each Season Day** for which the employee is not scheduled to work.

Each **part-time employee** normally scheduled to work eight (8) or more hours per calendar week, other than an employee on layoff or on any leave of absence, shall receive pay for each Season Day for which the employee is not scheduled to work, **determined by multiplying their standard hours per week divided by five**.

*\*Pro-rate each day by multiplying 8 times their fte. Example, .8 fte for a 32 hour per week employee, 8 times .8 = 6.4 SEA per day. If they normally work more than 6.4hrs a day, you have to **supplement the rest with PTS or ETW**.*

### EXAMPLES:

*40 hour a week employee working four 10 hr days per week:*

#### NORMAL SCHEDULE:

<b>1/6</b>	<b>1/7</b>	<b>1/8</b>	<b>1/9</b>	<b>1/10</b>	<b>1/11</b>	<b>1/12</b>
	10REG	10REG	10REG	10REG		

#### TAKING 4 SEASON DAYS OFF:

<b>1/6</b>	<b>1/7</b>	<b>1/8</b>	<b>1/9</b>	<b>1/10</b>	<b>1/11</b>	<b>1/12</b>
	8SEA	8SEA	8SEA	8SEA		
	2PTS	2PTS	2PTS	2PTS		

*32 hour a week employee working four 8 hr days per week:*

#### NORMAL SCHEDULE:

<b>1/6</b>	<b>1/7</b>	<b>1/8</b>	<b>1/9</b>	<b>1/10</b>	<b>1/11</b>	<b>1/12</b>
	8REG	8REG	8REG	8REG		

#### TAKING 4 SEASON DAYS OFF:

<b>1/6</b>	<b>1/7</b>	<b>1/8</b>	<b>1/9</b>	<b>1/10</b>	<b>1/11</b>	<b>1/12</b>
	6.4SEA	6.4SEA	6.4SEA	6.4SEA		
	1.6PTS	1.6PTS	1.6PTS	1.6PTS		

**\*\*Be sure to read entire section on Season Days in the UM & AFSCME Local 1583 bargaining agreement for more information regarding eligibility requirements**

# SERVICE/MAINTENANCE SEASON DAY TIME REPORTING, cont.

## Season Days Worked

An employee who works on a Season Day will be paid for the time worked at the employee's hourly rate and shift premium, if applicable. In addition and for each Season Day the employee works, an equivalent amount of time, **not to exceed a total of thirty-two (32) hours** shall be added to the employee's PTO accrual.

After January 15<sup>th</sup>, if the employee has not taken all their 4 Season Days off then you will process a prior period adjustment on a day they worked between December 15<sup>th</sup> and January 15<sup>th</sup> and **change REG to SEW** for each Season Day they did not take off. By doing this the hours will be added into the PTO bank. There is no effect on pay with this process.

### EXAMPLES:

*40 hour a week employee works four 10's per week, did not take Season Days off:*

Do a prior period adjustment and **change 8REG to 8SEW on four days** they worked between 12/15 and 1/15, (Cannot exceed 32 hours).

#### WAS REPORTED:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	10REG	10REG	10REG	10REG		

#### RESULT OF PPA:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8SEW 2REG	8SEW 2REG	8SEW 2REG	8SEW 2REG		

*20 hour a week employee works five 4 hr days per week, did not take Season Days off:*

Do a prior period adjustment and **change 4REG to 4SEW on four days** they worked between 12/15 and 1/15, (Cannot exceed 32 hours).

#### WAS REPORTED:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	4REG	4REG	4REG	4REG	4REG	

#### RESULT OF PPA:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	4SEW	4SEW	4SEW	4SEW	4REG	

**Season Days Worked, cont.**

24 hour a week employee works three 8 hr days per week, did not take Season Days off:

Do a prior period adjustment and **change 8REG to 8SEW on four days** they worked between 12/15 and 1/15, (Cannot exceed 32 hours).

WAS REPORTED:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8REG	8REG	8REG			

RESULT OF PPA:

<u>1/6</u>	<u>1/7</u>	<u>1/8</u>	<u>1/9</u>	<u>1/10</u>	<u>1/11</u>	<u>1/12</u>
	8SEW	8SEW	8SEW			

<u>1/13</u>	<u>1/14</u>	<u>1/15</u>	<u>1/16</u>	<u>1/17</u>	<u>1/18</u>	<u>1/19</u>
	8SEW	8REG	8REG			