



HOLIDAY LEAVE – POLICY, PROCEDURES (includes new information)

General Information: Because the Legislature approves our 11 (state-paid) holidays, they do not require supervisor approval like other leaves. They DO require being entered by the employee in the **Request Absence*** calendar using the earn type **Holiday Taken Time Off (HTTO)**.

Because they're pre-approved, they automatically appear in the time sheet with the green check indicating approval already in place. (See exceptions to using HTTO below.)

***NOTE: DO NOT ENTER HOLIDAY TAKEN DIRECTLY INTO THE HOURS WORKED TIME SHEET! THANK YOU!!**

You may enter your Holiday Taken Time Off (HTTO) into the absence calendar for all of the holidays in a calendar year at one time, if you wish, but remember to adjust these entries if your FTE or work schedule changes.

There are some workers/circumstances where holiday taken time off is not used*:

- If you are a regular employee and have an assigned work schedule but are not scheduled to work on the holiday, do not report holiday taken time off. You will receive holiday credit instead – see “Using holiday credit” below.
- If you have prior approval to work on a holiday – see additional details below.
- **Hourly employees** do not use Holiday Taken Time Off. They receive holiday credit based on “FTE equivalent” of the number of hours they worked in a month with a scheduled UW Holiday. The credit is visible in the holiday credit account on the last day of the month of the holiday and usable on the first day of the following month.

Using Holiday Credit is like using Vacation Time Off: request the absence (coded **Holiday Credit Used**) in the Request Absence calendar, and when approved by the supervisor, it will show as approved in the time sheet. You may use as many hours as you are regularly scheduled for that day of the week or – if you don't have a schedule – your FTE times 8.0 hours.

Work on a holiday should be rare/exceptional. SEFS policy requires a document showing the supervisor's 1) description of program necessity and 2) advance approval, and also demonstrating that the employee was notified of the requirement to work. Examples of program necessity might include conduct of a conference, newly received perishable research materials, or staff at a distant field site during the period containing the holiday (so that travelling home and back to the site would be unnecessarily time consuming). An email from the parties containing this information and sent to SEFSPay will be saved in Workday's Worker Documents folder as support for the holiday work. It is very much to the employee's advantage to do this IN ADVANCE because of the following new procedure.

Holiday Not Reported: **This is a new procedure effective 7/4/24, please note!** Per instructions from Payroll Central, SEFSPAY will run a holiday audit report each month. The records of any employee who has not entered HTTO for any preceding holiday will be reviewed at that time. Unless documentation indicating the employee worked on the holiday has been provided, **SEFSPAY will enter the HTTO on the holiday** if the day is a scheduled work-day for the employee.

If the employee disagrees (i.e., has worked), it is then that employee's responsibility to contact SEFSPAY and provide the above-described documentation, including supervisor's prior approval of the time worked. Note that if this is not done, the employee will receive neither overtime for work on the holiday (if eligible) nor holiday credit for the day worked.

*Unless a more specific collective bargaining agreement term, Professional Staff Program provision, or civil service rule applies, to be paid for a scheduled holiday, you must be in pay status as follows:

If you are:	Then you must be in pay status:
Classified non-union	the entire work shift on the last scheduled work shift preceding the holiday
Contract covered staff	at least four hours on the last scheduled work shift preceding the holiday
Professional staff	at least four hours on the last scheduled work shift preceding the holiday

"In pay status" means you either worked that day (if permissible) or were on paid time off.

If you use unpaid time off for the whole work shift proceeding the holiday, you should not request pay for that holiday.

We realize this is a LOT of information! We are always ready to answer your questions and help solve problems! Send us a message at sefspay@uw.edu!

In case you aren't in information overload already, this page, <https://employeehelp.workday.uw.edu/admin-corner/hcm-resources/tracking-holidays-in-workday/>, has a lot of great information, including a section (#3 under Exceptions and Additional Considerations) on hourly holiday credit.