

## UPS OP: BN 2- Personal Holiday and Legal Holiday Policy Changes under UPS

This document summarizes the notable policy changes that will take effect as a result of UPS. The document is intended for reference only.

Personal Holiday/Legal Holiday UPS OP: BN 2	University Staff	Annual (12 mo) Academic Staff, Faculty and Limited	Academic (9 mo) Faculty and Instructional Staff	Notable Policy Changes
<b>Leave Accrual and Use Calendar</b>	Calendar Year	Fiscal Year (July 1 – June 30)		No Change
<b>Eligibility for Personal Holiday</b>	University staff, except those in temporary appointment (LTE) and crafts, are eligible for Personal Holiday.	Must be expected to work at least 1/3 of full-time (440 hours) for at least one calendar year	Not eligible for personal holiday.	No Change
<b>Personal Holiday Leave Accrual</b>	36 hours (4.5 days). If the hours are not used by the end of the designated year, the hours are lost and cannot be carried into the following year		N/A	No Change
<b>Use of Personal Holiday Leave</b>	Personal holiday hours are available for use from the first day of employment, subject to approval by the employee's supervisor.		N/A	University Staff will not be required to pay back used Personal Holiday if they terminate within the first 6 months.
<b>Personal Holiday Leave Reporting Increments</b>	FLSA exempt: half or whole day increments; actual time if part-time FLSA non-exempt: 15 minute increments		N/A	Change to reporting rules based on FLSA Status rather than employee classification.
<b>Eligibility for Paid Legal Holiday</b>	All employees who earn sick leave are eligible for paid legal holidays provided that the employee is actively employed on the date of the legal holiday and meets the criteria set forth in the policy.			No Change
<b>Use of Paid Legal Holiday</b>	If eligible, Full-time employees earn eight hours of paid leave for each legal holiday; part-time employees earn a prorated amount based on their hours worked during the pay period that includes the legal holiday.			No Change
<b>Personal Holiday Leave upon Retirement, Layoff, Termination</b>	At termination or retirement, employees are eligible to receive a lump sum payment. If the termination is not the result of layoff or termination for cause, the institution may allow the employee to extend their termination date beyond the last day worked. Extending time on payroll must be approved by the employer under the UPS policy. Removed requirement for University staff to repay at termination during probation.		N/A	Under pre 07/01/2015 rules, Classified employees could use accumulated leave to remain on payroll if not layoff/termination for cause, without permission from the institution.
<b>Movement to New Appointment within UW System and/or State Agency</b>	Personal holiday hours will transfer to the new appointment, provided the new appointment is eligible for personal holidays. Employees who move between employee classifications will be given consideration for leave accrual schedule differences, not to exceed two allocations in an 18-month period			No Change - formalizing existing practice