STATE PAID HOLIDAYS AND PART-TIME FACULTY AND ACADEMIC STAFF

Questions have come up on how to handle state paid holidays for part-time faculty and academic staff on state or 133 contracts. It can get a little complicated. The following is offered to give some direction in handling this issue. It seems easiest to use several examples – BUT – keep a couple of things in mind as you review the examples that follow:

1. UWEX payroll officially views part-time employees as working their appointed percentage of time each weekday. (For example, it is “assumed” that an employee with a .5 FTE appointment would work 4 hours each work day.) It’s perfectly okay for faculty and academic staff to arrange a different work schedule with their work unit and appointing authority – but it won’t be officially recorded by UWEX payroll or acknowledged by the way UWEX payroll accounts for work and leave time.

2. Faculty and academic staff are salaried employees, not hourly employees. Salaried employees are employed to do their assigned work, not to count the hours they work to determine when their work is done. Cooperative Extension expects that a salaried employee spends at least as many hours a week on the job (or on paid leave) as their percent of employment would predict. In other words, a 100% time employee is expected to work or be on some form of paid leave for at least 40 hours a week. A 50% time employee is expected to work or be on some form of paid leave for at least 20 hours a week. And so on. Keep in mind Cooperative Extension’s policy on “Professional Time Scheduling” for county/area-based faculty and academic staff. Faculty and academic staff who find themselves working much more than their percentage of employment would normally expect in a week can negotiate some time away from work to bring their work time and personal time back into better balance. This negotiation is done with the employee’s Department Head or WNEP Coordinator in advance of taking the time. This policy is available on-line at: http://www.uwex.edu/ces/admin/policies/pertime.pdf

3. Some counties and WNEP offices have more specific policies and procedures that are consistent with Cooperative Extension policies and should be followed in those locations.

Okay – here are the examples.

**Example 1:**
Stan works 50% time. He works 4 hours a day, 5 days a week. UWEX payroll also recognizes Stan as working 4 hours each day and calculates a day of work or a day of paid leave as 4 hours.

- **Scenario 1** -- A state paid holiday falls on Tuesday, a day that Stan normally works. Stan doesn’t work at all that holiday. UWEX payroll credits him with 4 hours (50% of 8 hours) for that paid holiday. This is the same number of hours Stan would have expected to have worked. Everything is even.

Unfortunately, it isn’t always quite this straight forward.

**Example 2:**
Ruth works 80% time. Her normal work schedule (which as been approved by her supervisor) is to work a full day on Monday, Tuesday, Wednesday and Thursday. She does not normally work on Friday. For payroll record purposes, however, UWEX payroll views Ruth as working 6.4
hours each days of the week and calculates a day of work or a day of paid leave for Ruth as 6.4
hours.

Scenario 1 -- A state paid holiday falls on Tuesday, a day that Ruth normally works. Ruth
doesn’t work at all that holiday. UWEX payroll will credit her with 6.4 hours (80% of 8
hours) for that paid holiday. The sticking point is that Ruth is scheduled to work 8 hours
that day (to fulfill her commitment to an 80% time appointment).

▪ First option to compensate for this discrepancy – Ruth takes 1.6 hours of vacation (or
other appropriate accrued paid leave) to account for the full 8 hour day she would have
worked if not a holiday.
▪ Second option to compensate for this discrepancy – Ruth negotiates in advance with her
Department Head (or WNEP Coordinator) to work this 1.6 hours at some other time,
preferably within two weeks of the holiday.
▪ Third option to compensate for this discrepancy – Ruth works 1.6 hours on that holiday,
with the approval of her supervisor (thus completing her 8 hour commitment for that
day).

Scenario 2 – A state paid holiday falls on Friday, the day Ruth is not scheduled to work.
Ruth is owed 6.4 hours (80% of 8 hours) of paid leave since the holiday fell on a non-work
day for her.

▪ Ruth should negotiate with her Department Head (or WNEP Coordinator) to take this
paid time off at some other mutually agreeable time. This 6.4 hours of time owed to
Ruth will not be officially recorded by UWEX payroll. This needs to be handled locally.

It is recommended that the work time owed to Extension or paid holiday time owed to the
employee normally be accounted for within 2 weeks of the holiday. Exceptions to this will be
negotiated with Department Heads (or WNEP Coordinators) in advance of the holiday to the
extent possible.

These arrangements apply to paid holidays that the State of Wisconsin recognizes. This
currently includes:

- New Year’s Day
- Martin Luther King’s Birthday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

It is recommended that each Department Head or WNEP Coordinator develop and communicate
local procedures to make sure these policies are understood and followed. Many local teams
have policies and/or expectations about the preparation and sharing of work calendars which
note plans for use of holiday and other leave time as well as office and out-of-office activities.
The use of such a system provides supervisors with a tool to facilitate planning for, and
communication about, use of leave time for all members of the team or unit.

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