

**Holidays and Holiday Compensation**

**A. POLICY:**

It is the policy of the University of Virginia Physicians Group (UPG) to observe time off for scheduled holidays whenever possible, however, certain employees may be required to work on scheduled holidays in order to provide necessary services.

**B. PROCEDURE:**

The UPG holiday schedule is published annually on the Ultipro website.

Employees scheduled to work twenty (20) or more hours per week are eligible to receive up to eight (8) holiday hours for UPG scheduled holidays. Employees scheduled to work less than twenty hours (20) per week and temporary employees will not be compensated for holidays on which they do not work.

In order to be eligible for holiday hours, an employee must have worked the last scheduled work day before and the first scheduled work day after the holiday, unless the employee is on Paid Time Off (PTO), approved short term disability, or other authorized paid leave. Employees on leave without pay (LWOP) including unpaid FMLA leave on the last scheduled work day before and the first scheduled work day after the holiday are not eligible for holiday pay.

Scheduled Hours Per Week	Eligible Holiday Hours
20 – 24 hours per week	4 hours
25 – 29 hours per week	6 hours
30 – 40 hours per week	8 hours

**Non-Exempt Employees - Holiday Compensation:**

Employees will be paid holiday compensation up to a maximum of eight (8) hours per day. Employees will be paid for the actual hours worked on a holiday on an hour-for-hour basis.

**Overtime**

Holiday hours and/or emergency closing hours occurring in the last week of the month are added to hours worked, and any hours in excess of forty (40) will be paid at one and one-half times the hourly rate of pay for non-exempt employees. Use of PTO by an employee during an end of month holiday week will not be included in the overtime calculation. Employees must enter the Holiday Worked (HOLW) code in the UPG time and attendance system.

**Exempt Employees - Holiday Compensation:**

Exempt employees are not eligible for additional compensation for time worked on a holiday unless required to work as instructed by management. If required to work an exempt employee would record actual hours worked on the holiday in the UPG time and attendance system up to a maximum of eight hours (8). The exempt employee must enter the Holiday Worked (HOLW) code in the UPG time and attendance system.

**Exempt Employees - Flexible Work Schedules:**

When working a flexible work schedule employees will not be paid additional holiday hours when a holiday falls on the employee's normally scheduled day off.

Employees may request to alter their schedule with approval by a supervisor to a non-flexible work schedule during a holiday week.

**Holiday Reporting**

Holiday hours worked should be reported in the time and attendance system. In all instances the supervisor determines the work schedule, approves time worked, approves requests for accommodations to holiday schedules and is responsible for ensuring accuracy of the timesheet.

Employees are not eligible to receive a payout for unused holidays upon termination.

**Religious Leave**

UPG recognizes that some employees may observe religious holidays which are not UPG scheduled holidays. UPG will make every reasonable effort to allow employees to use PTO for time off and accommodate requests.

**C. CROSS REFERENCED MATERIALS:**

[Paid Time Off Policy](#)  
[Overtime](#)

**D. FORMS: N/A**

**E. SCOPE:**

This policy and procedure gives direction regarding the University of Virginia Physician Group holiday policies.

**F. ADMINISTRATION:**

This policy is administered by the Human Resources and Development office and will be reviewed on a periodic basis.

**G. DISTRIBUTION:**

All UPG employees and clinical departments.