

2020 Additional Holiday Procedures - UAB and UAB Medicine -

UAB and UAB Medicine are adding two additional holidays for the upcoming holiday season: 12/24/20 and 12/31/2020. The planned implementation of these holidays is outlined below:

UAB Campus (including School of Medicine) Non-Essential

- The two additional designated holidays should be taken on December 24, 2020 and December 31, 2020.
- Employees must have a hire date on or before the additional designated holidays of December 24th or December 31st to be eligible to receive the additional days/accruals.
- The additional holiday time for part-time, benefit eligible employees and employees working an Alternative Work Schedule (AWS) will be prorated based on the employee's full-time equivalency (FTE).

Monthly Paid Faculty and Staff

- No eLAS requests will need to be submitted for those days off.

Biweekly Paid Employees:

- As with other designated holidays, the additional holidays will be loaded into Kronos.

UAB Hospital (TKC Clinics and Hospital-Based Clinics) - Classified as Non-Essential

- Those individuals on UAB/UAB Hospital Management LLC payroll assigned and working in either a non-essential hospital-based clinic or at The Kirklin or Whitaker Clinics will follow UAB campus process (see above).
- Effective June 30, 2021, the current temporary accrual maximum will return to 88 hours. Any employee whose balance is greater than 88 will be brought to 88 hours. At the maximum rate, accruals cease until the balance falls below 88 hours.

UAB Hospital and Campus Departments Classified as Essential Services

- Employees must have a hire date on or before the additional designated holidays of December 24th or December 31st to be eligible to receive the additional days/accruals.
- Full-time benefit eligible employees will receive two (2) additional PH days (16 hours)
- 3/12-hour shift employees will receive two (2) additional PH days (16 hours)
- Part-time benefit eligible employees will receive prorated time as follows:
 - Monthly employees – prorated based on FTE
 - Biweekly employees – based on hours worked for the previous pay period

Biweekly paid employees

- The additional hours of PH time will be added to an employee's accruals in December. The accrual balance will be raised from a current temporary maximum of 104 hours to a maximum of 120 hours.
- The additional holiday time does not apply to Status 17 employees (Weekend Staff).

Monthly paid employees:

- The additional 16 hours will be added to the eLAS PH balance.

UAHSF

- Employees must have a hire date on or before the additional designated holidays of December 24th or December 31st to be eligible to receive the additional days/accruals.
- The additional days will be handled like any other designated holidays.
 - For employees who use Kronos, the holidays will be loaded in the system automatically.
 - For monthly-paid employees who use eLAS, no holidays are loaded in the system, so no action is required.
- For the limited number of UAHSF employees who accrue their holidays, the additional holiday hours will be added to the Personal Holiday balance.

UAB Health System

- Employees must have a hire date on or before the additional designated holidays of December 24th and December 31st to be eligible to receive the additional days/accruals.

Monthly paid employees:

- Full-time, benefit eligible employees will receive 16 Employer Sponsored PTO hours and part-time, benefit eligible employees will receive 8 Employer Sponsored PTO hours for the 12/24/2020 and 12/31/2020 holidays.
- If these hours are not used by 12/31/2020, they will be paid out to the employee along with any other unused Employer Sponsored and Additional PTO.

Biweekly paid employees:

- Full-time, benefit eligible employees will receive 16 Employer Sponsored PTO hours and part-time, benefit eligible employees will receive 8 Employer Sponsored PTO hours for the 12/24/2020 and 12/31/2020 holidays.
- If the hours designated for the 12/24/2020 and 12/31/2020 holidays are not used by 12/18/2021, they will be paid out to the employee along with any other unused Employer Sponsored and Additional PTO for 2021.

Callahan Eye Hospital & Clinics

- Employees must have a hire date on or before the additional designated holidays of December 24th and December 31st to be eligible to receive the additional day(s)/accruals.
- Full-time, benefit eligible employees will receive 16 Employer Sponsored ETO hours for the 12/24/2020 and 12/31/2020 holidays. These holiday hours are to be taken on the designated dates. ETO requests are not required for those days.
- Part-time, benefit eligible staff, ETO holiday hours will be prorated.
- Full-time Staff scheduled to work those days (please discuss with your Supervisor/Manager/HR)