**Holiday pay:** No system-wide policy about holiday earning for non-exempt academic employees. Holiday pay is earned if the holiday falls on a normally scheduled work day. Holiday pay will replace the regularly scheduled number of hours of pay for the holiday. An employee who works on a holiday will receive both the holiday pay and the regular pay. A full-time employee who works on a holiday will not be eligible for overtime pay unless the number of hours worked (excluding the holiday pay) exceed 40 hours in the week. To assure holiday pay is earned appropriately, part-time non-exempt employees may need to positively report time (vs. exception pay).

Example: Jim works 60% time, work schedule: MWF 8 hours per day. If Tuesday is a holiday, Jim does not get holiday pay. If Wednesday is a holiday, Jim gets 8 hours of holiday pay and 16 hours of regular pay. If Wednesday is a holiday and Jim is required to work 4 hours on Wednesday, Jim gets 8 hours of holiday pay and 20 hours of regular pay.

**Travel:** No system-wide policy regarding travel time for non-exempt academic employees. [PPSM policy](#) and [Postdoctoral Scholar contract language](#) can be used as a guide and best practice. When an individual does not have a “regular” schedule, the supervisor and employee should work together to determine what the schedule will be during the travel time.

Example: Jane’s regular schedule is M-F 8-12. She will be driving to Los Angeles at 10 am. Her driving time from 10-12 is work time. If she is still driving after 12, that part of the trip is not work time. Jane and her supervisor may also determine alternate work hours for the day she drives so that all of the travel is included as work time.

**Field work or other concentrated work time:** Any work time over 40 hours in a week is considered overtime. Time at a remote location where work is not required to be performed is not considered time worked. Work concentrated into a one-week period due to research needs is still subject to the 40-hour limitation.

Example: Bob is in the field actively participating in research from 8-5. After 5, although he is still on site, there are no work requirements. The hours from 8-5 are work hours. The hours after 5 are not.

**Rest and meal breaks:** No system-wide policy regarding breaks for non-exempt academic employees exists. There is no federal requirement related to length of breaks or the frequency of breaks. The employee’s schedule should acknowledge any meal breaks, which do not count as time worked.
Appointment percentage: Appointment percentages for non-exempt academic employees must reflect time to the quarter hour. For example, an appointment could be 50% (20 hours a week) or 50.65% (20 hours and 15 minutes). The appointment could not be 50.45%. Current appointments should be reviewed and appointment percentages modified as required. A change to accommodate the rounding only will not be considered a reduction in time.

Exception pay vs. positive pay: Non-exempt academic appointments may be either positive pay (hours must be entered into Kronos or the time roster) or exception pay (the same percentage of pay is issued each period.) In order to appropriately capture both hours worked and holiday pay, it is best practice to pay part-time non-exempt employees as positive pay. Full-time non-exempt employees may be paid by exception pay, but time must still be tracked and reported on an hourly basis to assure over-time is compensated appropriately should it occur.

PPS input: All changes for impacted academic employees must be entered into PPS by November 20, 2016. Central programming will be run soon after the 20th to correctly reflect the non-exempt status on the new title codes. After the payroll run, the non-exempt codes will correctly default to non-exempt status going forward.