

Memo

To: University of Utah Hospitals & Clinics Directors, Managers, and Staff
From: Richard A. Fullmer
Date: July 10, 2003
Re: Premium Holiday Hours and Overtime Compensation

Since the implementation of the Kronos time and attendance system in 1999, the University Hospitals and Clinics has identified holidays as either premium or non-premium. The non-premium holidays were compensated at a straight hourly rate plus a weekend differential and were counted toward the weekly overtime limits (40 hours). While, the premium holidays were compensated at a premium rate of time and one-half and were not counted toward the weekly overtime limits.

Effective July 1, 2003, hours worked on a premium holiday will count towards premium overtime compensation. Employees working on the five (5) designated premium holidays will continue to be compensated at a premium rate of time and one-half for those hours as well as have them count towards the weekly overtime limits.

This change has been programmed into the Kronos time and attendance system for the five (5) premium holidays and will require no additional manager or employee intervention. If you have any questions about the Kronos time and attendance system, please contact the Hospital's Payroll Office at either 5-5471 or 5-2999.