

Frequently Asked Questions

Holiday/Curtailment for Non-Exempt Employees

Employee Questions

How can I check my leave accruals?

If you wish to check your accruals, you may do so in CalTime at any time. Although your leave balance is also available in UCPath, you should refer to CalTime. CalTime is up to date with any leave taken you may have recently recorded. Accruals are updated in CalTime for biweekly paid employees every two biweekly cycles and once per month for monthly paid employees.

I'm a biweekly paid employee. What if I will be gone for the entire Dec. 10- Dec. 23 biweekly pay cycle?

If you will not be working during this pay period and will not be covering the time off with vacation or comp-time, then you do not need to do anything and you will not be paid for this period. If you do want to use vacation leave or comp-time to cover your time off, then you should let your supervisor know. Here is a Holiday/Curtailment Leave form that you can provide to your supervisor. Your supervisor will need to enter this information into CalTime for you. You should return this form to your supervisor as soon as possible, and no later than December 13, 2023.

How many hours do I have to work to be eligible for holiday pay?

Eligible non-exempt employees must be on pay status for half of the monthly working hours -- which is 80 hours (based on 160 hours a month). For exempt employees, holiday pay eligibility is determined by the number of working hours (Monday-Friday, 8 hours per day) in the actual calendar month.

When will CalTime show holiday hours?

Your holidays may not be "populated" yet, meaning you will not see the holiday time already entered for you on those dates. If you are eligible for holiday hours, the CalTime system will automatically populate your holiday hours for December 25-26 and January 1-2 beginning on December 28. Please do not add any hours to these holiday dates.

SUPERVISOR QUESTIONS

I am a supervisor of non-exempt employees and will be away when it's time to approve my employees' timecards. What should I do?

The supervisor approval deadlines for biweekly paid timecards are Thursday, Dec. 21 by noon and Monday Jan. 08 by Noon. If possible, please handle as many of your timekeeping duties as possible prior to your departure -- your employees have been asked to provide you with their timekeeping information early. Note that you can review, edit and approve timecards remotely. If you have already delegated your timekeeping tasks to someone else, then your delegate may perform these tasks for you. If your employee is working during the curtailment and holiday period. It is important that you do not approve their timecards before they have had a chance to record their time.

I am a supervisor who has entered time or leave in advance for an employee. What if someone projected time but then worked or took leave for a different number of hours?

Your timekeeper will need to make a correction after the fact (or a “historical correction”). Please contact your timekeeper at [Berkeley Regional Services](#)