

# HOLIDAYS

**POLICY NUMBER:** ADM-HOLIDAYS

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** CHIEF HUMAN RESOURCES OFFICER

**RESPONSIBLE OFFICE:** HUMAN RESOURCES

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 4/12/19

**NEXT REVIEW DATE:** PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 4/12/23

**SUPERSEDES POLICY DATED:** HOLIDAYS - UNDATED

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

Northern Kentucky University (NKU) recognizes the following holidays to be observed by the closing of all departments and offices except where continuous service is essential:

### ***Legal Holidays***

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday after
- Christmas Day
- Election Day in national election years

### ***Special Holidays:***

Four (4) special winter holidays during Christmas week are observed by the University. The specific dates of the special holidays to be taken will be announced each year.

The Board of Regents or the President may grant additional days as may be deemed appropriate.

## II. ENTITIES AFFECTED

All faculty and staff with .50 FTE (full-time equivalency) or greater are eligible for holiday pay.

Temporary staff employees, part-time faculty, and student employees are not eligible for holiday pay.

## III. DEFINITION

**Full-Time Equivalency (FTE):** In this policy, an FTE is the hours worked by an employee on a full-time basis. On an annual basis, an FTE of 1.0 can be either 2,080 hours for a 40-hour weekly schedule or 1,950 hours for a 37.5-hour weekly schedule.

## IV. RESPONSIBILITIES

**Employees:** Must ensure accurate record in timekeeping system for holiday pay.

**Supervisor/Department Head:** Must ensure employees are in paid status the day before and the day after a designated NKU holiday.

## V. PROCEDURES

To receive holiday pay, employees must be in paid status the day before and the day after the holiday.

Holiday pay is not counted towards overtime calculation.

### **Holiday Occurring on a Scheduled Day Off:**

Employees shall either be credited with equivalent time off on an hour-for-hour basis or be paid an additional amount, at the straight-time rate for the hours worked. The decision to allow time off or make additional payment is reserved to the Supervisor/Department Head, giving consideration to staffing needs and budgetary constraints. Time off must be taken within one (1) month.

### **Holiday Occurring During Vacation:**

Should a recognized university holiday occur during an authorized vacation period, the holiday will not be charged as a day of vacation time, except that no holiday will be recognized during terminal vacation.

### **Holiday Occurring While Absent Without Pay:**

An employee must be in paid status the day before and the day after the holiday to receive pay. An employee on authorized leave without pay will not receive pay for holidays falling within the leave period.

### **Payment for Worked Holidays:** (See “Reference Sheet” section below for examples)

If a holiday falls on an employee’s regular workday and the employee is required to work, payment for the holiday shall be as follows:

- The employee shall be paid at the straight-time rate for the hours worked.
- The employee shall either be credited with equivalent time off on an hour-for-hour basis or be paid an additional amount, at the straight-time rate for the hours worked. The decision to allow time off or make additional payment is reserved for the Supervisor/Department Head, giving consideration to staffing needs and budgetary constraints.

A Holiday Hours Worked Form must be completed for hours worked during the holiday. (See “Reporting Requirements” section below.)

## VI. REPORTING REQUIREMENTS

Holiday Hours Worked Form:

<https://inside.nku.edu/content/dam/humanresources/docs/Payroll/EmployeeForms/Holiday%20Hrs%20Worked%20Form.pdf>

## VII. EXCEPTIONS

No distinction is made between legal and special holidays.

## VIII. REFERENCE SHEET

### Full-Time Equivalency (FTE):

In this policy, an FTE is the hours worked by an employee on a full-time basis. On an annual basis, an FTE of 1.0 can be either 2,080 hours for a 40-hour weekly schedule or 1,950 hours for a 37.5-hour weekly schedule. Part-time employees are calculated as a percentage of an FTE. For example, a part-time employee scheduled to work four (4) days at 7.5 hours per day is a 0.8 FTE since they are scheduled to work 80% of a full-time schedule.

### Part-Time Holiday Calculation:

Part-time employees with an FTE of 50% or more can calculate their daily holiday hours with the following information.

37.5 weekly hours x FTE% = weekly hours (37.5 x .50 = 18.75)

To find daily hours, divide weekly hours by 5 days (18.75 / 5 = 3.75)

**Based on 37.5 Hour Work Schedule**

Hours Per Week	FTE %	Hours Per Day
18.75	50.00%	3.75
19.00	50.67%	3.80
19.50	52.00%	3.90
20.00	53.33%	4.00
22.00	58.67%	4.40
22.50	60.00%	4.50
23.00	61.33%	4.60
24.00	64.00%	4.80
25.00	66.67%	5.00
28.00	74.67%	5.60
30.00	80.00%	6.00

**Based on 40 Hour Work Schedule**

Hours Per Week	FTE %	Hours Per Day
20.00	50.00%	4.00
20.50	51.25%	4.10
21.00	52.50%	4.20
21.50	53.75%	4.30
22.00	55.00%	4.40
23.00	57.50%	4.60
24.00	60.00%	4.80
25.00	62.50%	5.00
28.00	70.00%	5.60
30.00	75.00%	6.00
32.00	80.00%	6.40

### Calculation for Worked Holidays:

Employees with a 100% FTE working a 40-hour workweek (regardless of an alternate work schedule) will receive eight (8) hours of pay for each NKU observed holiday. For employees working more than an eight (8)-hour day, vacation time may be used to make up the difference, or with the approval of their supervisor, the employees may adjust their schedule for the week to make up the difference.

Employees with a 100% FTE working a 37.5-hour workweek (regardless of an alternate work schedule) will receive 7.5 hours of pay for each NKU observed holiday. For employees working more than a 7.5-hour day, Vacation time may be used to make up the difference

When a paid holiday falls on an employee's regularly scheduled workday and the employee works, the employee will receive one-fifth (1/5) of their workweek pay for the holiday in addition to the hours worked.

Below are examples of a full-time employee that works a schedule of Tuesday–Friday for a total of 40 hours per week:

#### **Holiday on a Monday:**

The employee will receive eight (8) hours of holiday pay for Monday in addition to the 40 hours of regular pay for a total of **48** hours of pay.

***Holiday on a Tuesday:***

The employee will receive eight (8) hours of holiday pay for Tuesday and 10 hours per day for Wednesday, Thursday, and Friday for a total of **38** hours. Vacation time may be used to make up the difference, or with approval of the employee's supervisor, the employee may adjust the schedule for the week to make up the difference.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision	April 12, 2019
Policy	

# HOLIDAYS

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature

*Ashish K. Vaidya*

Date

4/21/19

Ashish K. Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.  
Date of Board of Regents meeting at which this policy was reported: 5/8/19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

*Wendy Peck*

Date

5/10/19

Print Name

Wendy Peck