

HOLIDAYS

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

Legal Holidays:

The University recognizes the following legal holidays to be observed by the closing of all departments and offices except where continuous service is essential:

- New Year's Day;
- Martin Luther King Day;
- Memorial Day;
- Independence Day;
- Labor Day;
- Thanksgiving Day;
- Christmas Day;
- Election Day in national election years.

Special Holidays:

Four special winter holidays during Christmas week and the Friday following the Thanksgiving holiday are observed by the University. The specific dates of the winter holidays to be taken will be announced each year.

Flexibility in scheduling will be granted to those departments with special scheduling and staffing problems. The five additional days may be scheduled up to the following February 1.

Special holidays in addition to the ones listed above may be granted by action of the Board of Regents or the president as may be deemed appropriate.

Holiday Occurring on Scheduled Day Off:

When a holiday falls on an employee's scheduled day off, time off will be granted in lieu of the holiday within one 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. ([Section F 4.4](#))

Holiday Occurring While Absent Without Pay:

Staff members who are absent without pay immediately before or after a holiday will not be paid for the holiday.

Staff members on authorized leave without pay will not receive pay for holidays falling within the leave period.

Payment for Worked Holidays:

If a holiday falls on a staff member's regular workday and the staff member is required or permitted to work, payment for the holiday shall be as follows:

- Employee shall be paid at the straight-time rate for the hours worked, and in addition,
- Employee shall either be credited with equivalent compensatory 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 compensatory time off or make additional payment is reserved to the department head, giving consideration to staffing needs and budgetary constraints.

Calculating Holiday Hours:

All hours worked on the holiday will be included in calculating total hours "actually worked" during the workweek. (See Section D 2.8)

Employees Not Required to Work on Holidays:

Payment for employees not required or permitted to work on the holiday shall be at the straight-time rate for the normally scheduled hours. Unworked holidays are not included in calculating total hours "actually worked" during the work week.

No Distinction Between Holidays:

For purposes of this section, no distinction is made between legal and special holidays.

II. ENTITIES AFFECTED

Faculty and Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	