

 <p>Category: Human Resources</p> <p>Policy applicable for: Classified and Unclassified Employees</p>	<p><i>Policy Title:</i></p> <p>Time Off From Work: Holidays</p> <p>Effective Date: 07/01/2015</p> <p>Prior Effective Date: 12/2004</p>	<p><i>Policy Number:</i></p> <p>21.07</p> <p>Policy Owner: Sr. VP for Administration and Finance</p> <p>Responsible Office(s): Human Resources</p>
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Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. The University observes the following holidays each calendar year:
 - New Year's Day
 - Martin Luther King Day
 - Memorial Day
 - Fourth of July
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day Following Thanksgiving
 - Christmas Day
 - Christmas Holiday
2. The University distributes a holiday schedule each year, approved by the Board of Trustees, assigning each holiday observance to a workday within the standard work- week (Monday through Friday).
3. Administrative units that utilize 7-day work schedules or have 24/7 operations may elect to recognize the actual holiday instead of the corresponding designated weekday holiday when it falls on Saturday or Sunday. The election would apply to all nonexempt staff within the unit subject to 7-day scheduling. Those employees would then be eligible for automatic holiday pay in accordance with Section 4 of this policy and premium pay in accordance with Section 10 of this policy based on the actual holiday instead of the weekday designated on the holiday schedule. This election must be made by the administrative unit head or a VP delegate. It must be applicable to all employees subject to 7-day scheduling within the administrative unit, and cannot be made on an individual basis. The election would only be applicable to employees who are subject to 7-day scheduling and is not applicable to those regularly scheduled to work a standard Monday through Friday schedule.
4. A full-time employee in active pay status is paid eight hours of automatic holiday pay for each University holiday, regardless of the number of hours that the employee would have normally been scheduled to work on that day of the week.

5. A regular part-time employee is paid holiday pay for the portion of any holiday the employee would normally have been scheduled to work.
6. An employee whose work schedule does not include the designated holiday shall be entitled to automatic holiday pay or another day off for each holiday observed on regularly scheduled days off, regardless of the day of the week on which the holiday is observed.
7. An employee must be in active pay status on the workdays immediately preceding and immediately following the holiday in order to be eligible for automatic holiday pay.
8. An employee shall not receive holiday pay for a holiday observed during a period of a Leave of Absence Without Pay.
9. An appointment to a position shall not become effective on a University holiday.
10. A nonexempt classified or unclassified employee who is required to work on a University holiday is paid for such time worked at one and one-half times the regular base rate of pay or may elect compensatory time off at time and one-half. The employee is also eligible for automatic holiday pay in accordance with Section 4 of this policy. The time and one-half premium is based on the actual calendar holiday for employees subject to 7-day scheduling when the administrative unit has elected to recognize the actual holiday in lieu of the Board designated holiday.
11. Hours worked on a holiday are excluded in the calculation of overtime pay.