

University Holiday Pay Procedures

The university provides ten (10) days as holidays each fiscal year for which all regular employees will be paid without working and an additional holiday for clerical and service employees. These holidays are:

1. Independence Day – July 4
2. Labor Day – First Monday in September
3. Thanksgiving Day – Fourth Thursday in November
4. Friday following Thanksgiving
5. Christmas Day – December 25
6. Extra Day at Christmas Time
7. New Year's Day – January 1
8. Martin Luther King, Jr. Day – Third Monday in January
9. Memorial Day – Last Monday in May
10. Holiday as Designated by the President – Usually during Christmas/New Year Holidays
11. Personal Holiday – For clerical and service employees only

[Click here for Official University Holiday Schedule](#)

The President of the university, at his/her discretion, will designate the days offices are open and closed. A holiday with pay is designated to occur on Monday, Tuesday, Wednesday, Thursday, or Friday. If Independence Day falls on either Saturday or Sunday, then either the preceding Friday or the following Monday will be designated as the official university holiday with pay. If Christmas Day, the extra day at Christmas or New Year's Day falls on a Saturday and/or Sunday, the preceding Thursday and/or Friday or the following Monday and/or Tuesday will be designated as official university holidays with pay.

Eligibility for Holiday Pay

Employees must be a regular, benefits-eligible employee in pay status (this includes vacation and sick leave with pay, military leave of fifteen days or less, jury duty, or other approved absence with pay). The employee must be in pay status for **at least one half day, immediately preceding and following the holiday** to be eligible for holiday pay. The following are stipulations for holiday pay eligibility:

1. Employees on leave without pay, who return on the workday immediately following the official holiday, will not be eligible for holiday pay except when leave is at the convenience of the department.
2. New, regular, benefits-eligible, **non-exempt** employees who start to work the day after an official holiday are not eligible for pay for the previous holiday.
3. New, regular, benefits-eligible, **exempt** employees who start to work the day after an official holiday will receive holiday pay **only if** the holiday falls on the first normal workday of a pay period.
4. All regular, benefits-eligible employees (including Official University Retirees) who terminate the day prior to an official holiday are **not eligible for pay for the succeeding holiday(s)**. Terminal vacation may not be used to "bridge" a holiday in order to receive pay for that holiday. An employee must plan to be physically at work at least one half day before and after a holiday in order to receive pay for it.
 - **Stipulation:** For years in which the holiday falls on the last working day of the month (i.e. December 31, 20XX), individuals who are separating or retiring from the university will receive holiday pay. In this situation, the employee **need not** be physically at work at least one half day following the holiday in order to receive holiday pay.
5. Employees receiving compensation in lieu of wages (Worker's Compensation) are not eligible for holiday pay.

6. Regular, benefits-eligible employees, who are in temporary layoff status without pay at the convenience of the department for a period of thirty (30) days or less, will receive holiday pay if an official university holiday falls during the layoff.
7. Temporary employees, including student employees, are paid their regular hourly rate only for hours worked on a holiday.

Personal Holiday (Clerical/Service Employees)

A regular, benefits-eligible, clerical or service employee is eligible for a Personal Holiday after three (3) months of continuous employment with the university. The employee is eligible to earn one such holiday each payroll year thereafter. This holiday is not accruable. The Personal Holiday may be used at the discretion of the employee provided s/he has received prior approval from his/her supervisor and/or department head. The payroll year begins with the first pay period that includes July 1.

Clerical and service employees may receive their Personal Holiday pay when terminating after three months of continuous regular employment, and provided s/he has not already taken his/her Personal Holiday during the current fiscal year. The terminating employee's final paycheck shall include payment for the Personal Holiday.

Miscellaneous Regulations for Holidays with Pay (All Benefits-Eligible Employees)

1. Any holiday occurring during the period a person is on any leave with pay status shall be charged as holiday pay.
2. Department heads are authorized to make temporary changes in work schedules in order that employees may have the holiday off duty on the designated holiday (as long as the required services or functions of the department will not be hindered).
3. When a holiday occurs on a normally scheduled day off (those whose normal workweek is other than Monday through Friday), the supervisor shall schedule another day as the holiday with pay. This designated day must be in the **same workweek** as the university designated holiday. If the employee works on his/her normally scheduled day(s) off (even if on a university designated holiday), the re-designated holiday remains effective and the pay during that week will be determined according to normal holiday and overtime eligibility for non-exempt employees.
 - **Example:** John Doe works forty (40) hours per week, Tuesday through Saturday in a non-exempt position. A university holiday falls on a Monday. John and his supervisor should mutually designate a day during John's normal schedule as the day for his holiday observance. If John works on the re-designated holiday, he will be compensated in accordance with the holiday pay practices (i.e., holiday pay based on CUL at the regular rate of pay plus premium pay for all hours worked on the re-designated holiday).

If, after re-designating his holiday, John actually works on Monday (the official university holiday), he will be paid at the appropriate rate of pay (i.e. regular rate if fewer than forty (40) hours worked exist, overtime rate if more than forty (40) hours worked exist).
4. Compensatory time off is **not** recognized by the university and thus cannot be used to compensate employees who are required to work on their designated holiday.
5. Vacation and sick leave credits shall not accrue for time worked on a holiday.

Miscellaneous Regulations for Holidays with Pay (Benefits-Eligible, Non-Exempt Employees)

1. Regular, benefits-eligible, non-exempt employees who work fewer than five days and/or forty (40) hours per week should receive holiday pay in an amount that is proportionate to their CUL. For example, an employee who normally works thirty two (32) hours per week is working 80% of a normal workweek of forty (40) hours. Therefore, this employee should receive holiday pay of 6.4 hours (80% of eight hours) when university holidays occur.

- Using the example above of the 80% employee, if the holiday falls on a normally scheduled day off, the employee would be able to re-designate 6.4 hours of holiday pay to use during the same workweek. For example, the employee normally works Tuesday-Friday and the holiday falls on a Monday. The employee would re-designate 6.4 hours of holiday to use on Tuesday-Friday. The remaining 1.6 hours would need to be made up with hours worked or by using paid leave.
 - Exempt staff re-designating their holiday will designate a different day within the same workweek to be their holiday.
2. When a regular, benefits-eligible, non-exempt employee is requested to work on a holiday designated in his/her work schedule, s/he is compensated for the holiday (all regularly scheduled hours based on CUL) at his/her regular hourly rate, including the value of perquisites and meals furnished, plus a premium rate of one and one half times his/her regular hourly rate for all hours worked on the university designated holiday. Time and attendance records shall show regular hours paid for the holiday and number of hours worked as premium pay.
 - For employees classified as **salaried non-exempt**, indicate the hours worked on the holiday in the overtime section of the salaried non-exempt timesheet with the explanation "premium pay for hours worked on the holiday." Both employee and supervisor will need to approve the timesheet when the employee is requested to work on the holiday.
 3. When a regular, benefits-eligible, non-exempt employee reports to work on a holiday when not requested/required to work, s/he is paid at the regular rate of pay for the hours worked. S/he will still receive holiday pay, but the time worked will **not** be paid at the premium rate of one and one half times the regular rate.
 4. When determining if overtime hours are due at the end of a workweek, hours recorded as "holiday" should be included as hours worked for the purposes of determining overtime. Hours **worked** on the holiday shall not be included because they have already been paid at the premium rate. An employee shall not receive more than two and one half times their regular rate of pay for each hour required to work on a holiday.

Attendance/Absences	A/A	Mon	Tue	Wed	Thu	Fri	Sat	Sun	WK1 Total
Worked - Regular attendance	A		8	10	8	6			32
Vacation	V								
Sick Leave - Employee	SE								
Sick Leave - Family	SF								
Holiday	H	8							8
Overtime	OT	5				2			7
TOTAL									47

Seven hours paid at the rate of 1 and 1/2 times the regular hourly rate

Five hours were paid at the premium rate for working on the holiday

Two hours were paid at the overtime rate for working two additional hours in the workweek

Attendance/Absences	A/A	Mon	Tue	Wed	Thu	Fri	Sat	Sun	WK1 Total
Worked - Regular attendance	A		8	10					18
Vacation	V				8	8			16
Sick Leave - Employee	SE								
Sick Leave - Family	SF								
Holiday	H	8							8
Overtime	OT	5							5
TOTAL									47
Five hours were paid at the premium rate for working on the holiday									
Remaining hours were paid at the regular hourly rate because vacation hours do not count towards hours worked for the purposes of determining overtime									

- Regular, benefits-eligible, clerical and service employees who are supplementing short-term disability benefits both the day before and the day after the holiday with paid sick leave or vacation pay is considered to be in pay status and will receive holiday pay. For all eligible holidays, the short-term disability benefit program will pay 65% and the employing department will pay 35% of the holiday pay.