The University provides ten (10) days as holidays each fiscal year for which all benefit-eligible employees will be paid without working. 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

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 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 following are stipulations for holiday pay eligibility:

1. An academic year employee who works over the summer and works during a pay period in which a University designated holiday falls will be paid for that holiday.
2. Employees on unpaid leave for less than 22 days will receive holiday pay. Those who are on unpaid leave for 22 days or more will not receive holiday pay.
3. New, benefits-eligible, non-exempt employees who start to work the day after an official holiday are not eligible for pay for the previous holiday.
4. New, 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.
5. All 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.
   - 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.
6. Employees receiving compensation in lieu of wages (Worker’s Compensation) are not eligible for holiday pay.
7. 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.
8. Temporary employees, including student employees, are paid their regular hourly rate only for hours worked on a holiday.
**General Rules for All 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 FTE 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.

**General Rules for Eligible Non-Exempt Employees**

1. Benefits-eligible, non-exempt employees will receive holiday pay consistent with their work schedule. For example, an employee who normally works thirty two (32) hours per week is scheduled to work Monday-Thursday 8 hours, with Friday as a non-working day. The holiday falls on a Monday, the employee is owed 8 hours of holiday pay. If the holiday falls on a Friday, then the employee may re-designate their holiday to another day within the same workweek.

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.

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.

- **Seven total hours paid at the overtime rate**
  - Five hours paid for working on the holiday
  - Two hours paid for working two additional hours in the workweek

5. Benefits-eligible, non-exempt employees who are supplementing short-term disability benefits will receive holiday pay if they are in active status and utilizing paid leave. If the employee is in complete unpaid status for less than 22 days, they will receive holiday pay. If the employee is in unpaid status for more than 22 days, they will not receive holiday pay.

- **Five hours paid at the overtime rate for working on the holiday**
- **Remaining hours paid at regular rate because vacation hours do not count towards hours worked for the purpose of determining overtime**