



## STAFF EMPLOYMENT MANUAL

**Title: 5.0 Benefits**

**Chapter: 5.03 Holidays**

**Issuance Status and Effective Dates: July 2011**

---

### 1. General

This policy provides regular full-time and regular part-time staff with pay for University recognized holidays. The University observes, and schedules only essential services on, the following holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	Holiday Season Floating

- a. When one of the above holidays falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. For staff on schedules for which Saturday and/or Sunday are regular days of work, the actual holiday may be observed for payment purposes.
- b. Paid time off for personal religious observance is covered by **5.04, Personal Days**.
- c. The University reserves the right to change the Holiday Policy as it deems necessary.

### 2. Winter Holiday Closing

For the week between Christmas Day and New Year's Day, the University observes a winter holiday closing, providing paid time off for eligible employees. The days between Christmas Day and New Year's Day that are not University recognized holidays noted above (including the Holiday Season Floating) will be paid based on the employee's regularly scheduled workday(s). In an effort to reduce the University's carbon footprint and realize energy savings by keeping a majority of the buildings closed, only departments with a business need to remain open or employees providing essential services will be allowed to enter closed buildings.

### 3. Holiday Pay

- a. Holiday pay is at the employee's current rate of pay for the number of hours which constitute the employee's regularly scheduled workday. These hours are treated as hours worked for calculating overtime.
- b. Exempt staff who work on a University recognized holiday may be afforded an equal amount of compensatory time off at a mutually convenient date.
- c. Non-exempt staff who work on a University recognized holiday (other than a floating holiday) receive pay for the holiday plus their base hourly rate of pay for all hours worked on that holiday. This also applies to Easter Sunday. (See also **4.02, Hours, Overtime and Pay Practices**.)