

HOLIDAYS AND HOLIDAY PREMIUM PAY

1. PURPOSE

To prescribe the University's policy with respect to paid holidays and related pay practices.

2. EFFECTIVE DATE

This policy is effective January 1, 2001 and supersedes all previously published policies pertaining to holidays and holiday pay.

3. STANDARD HOLIDAY SCHEDULE

a. University employees observe the following holidays:

New Year's Day
Martin Luther King's Birthday / Human Rights Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving (Two Days)
Winter Holiday (Five Days)

b. The specific dates for the observation of holidays will be announced each year by the Human Resources Department.

c. Paid holiday leave is provided to all staff employees who are regularly scheduled (budgeted) to work 1000 or more hours annually, but such leave is not considered as hours worked for any purpose.

d. The number of paid holiday leave hours are prorated for regular part-time employees based on the individual's full time equivalency (FTE).

e. Staff employees hired to work less than 1000 hours annually are "temporary employees" and do not receive paid holidays.

4. ADMINISTRATION

a. Non-exempt/Hourly Employees

To be eligible for paid holiday leave hours, a non-exempt/hourly employee must have worked or be in an approved paid leave status his/her entire last scheduled workday before and his/her first scheduled workday following the holiday(s). A non-exempt/hourly employee is not eligible for holiday pay if he/she is on leave without pay when the holiday(s) occur(s).

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b. Exempt Employees

An exempt employee is eligible for holiday pay if he/she is at work for part or all of the workweek in which the holiday(s) occur(s) or is on paid leave for all or part of the workweek. An exempt employee is not eligible for holiday pay if he/she is on leave without pay for the entire workweek in which a holiday occurs.

- c. When a holiday is observed during an employee's approved vacation or sick leave, the employee will receive holiday pay for the number of holiday hours for which he/she is eligible. Such hours will not be charged to the employee's vacation leave or sick leave balances.
- d. A holiday or weekend day normally will not be reported as a hire or termination date unless the employee is in work status that day.
- e. A holiday is equal to one workday for all employees except those working in excess of eight hours on a regular workday. For those employees whose regular workday is in excess of eight hours, the holiday benefit in excess of eight hours will be charged against the employee's vacation or personal leave. Part-time regular employees receive holidays on a pro-rata basis determined by the full-time equivalency (FTE).
- f. If a holiday falls on a day of the week when an employee is not scheduled to work, he/she will be considered to have taken the holiday.

5. HOLIDAY PREMIUM PAY FOR NON-EXEMPT/HOURLY EMPLOYEES

- a. Full-time regular and probationary nonexempt/hourly staff employees who are required to work on designated holidays will be paid, in addition to regular holiday pay, a premium payment equal to one-half times their base hourly rate for such hours worked on these days. Thus nonexempt/hourly staff employees will be paid two and one-half times their base hourly rate when required to work on a holiday. (Also see paragraph 7, Time Off for Holidays Worked.)
- b. Part-time regular and probationary employees are eligible for holiday premium pay on a pro-rated basis.
- c. Temporary employees are not eligible for holiday premium pay.

6. OVERTIME FOR NON-EXEMPT/HOURLY EMPLOYEES

- a. Holiday premium pay is paid in addition to any overtime payment due. Overtime pay will be calculated using the regular hourly rate of pay.

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- b. Holiday hours are excluded as time worked in the computation of overtime.

7. TIME OFF FOR HOLIDAYS WORKED

- a. Equal time off (not to exceed 8 hours), at the mutual convenience of the employee and the supervisor, shall be given if regular and probationary exempt staff employees are required to work on a holiday.

- b. Equal time off (not to exceed 8 hours), at the mutual convenience of the employee and the supervisor, may be given if regular and probationary nonexempt/hourly staff employees are required to work on a holiday. The alternative holiday is to be taken within the same pay period that the holiday occurs. The alternative holiday is treated as an “offset” for the holiday time reported for the day of the designated holiday and therefore is reported as “Leave With Out Pay” (LWOP) on the time and attendance report.

8. PERSONAL PREFERENCE HOLIDAYS (PERSONAL LEAVE)

In keeping with the University's policy of nondiscrimination and to provide flexibility for personal choice, two personal leave days are provided annually for personal use for any purpose selected by the employee, including religious observance (See Section X-3, Personal Leave). If an employee wishes to observe additional religious holidays, time off must be taken as vacation in accordance with the University's vacation policies.

Drafted by the Director of Human Resources, January 8, 2001

Approved by the President, February 6, 2001