

Holidays and Holiday Pay

1. The University recognizes a number of paid holidays each calendar year. These are specified annually in communications from the Human Resources Office and posted on the HR website. Holidays falling on Saturday are usually observed on the preceding Friday. Holidays falling on Sunday are usually observed on the following Monday.
2. An employee must have completed 30 days of employment prior to the holiday in order to be eligible for any holiday pay.
3. Eligible non-exempt and exempt employees earn holiday pay as follows:
 - If an exempt employee is required to work on a holiday, the employee may be given compensatory time at a different time at manager's discretion. The holiday compensatory time is to be taken within 90 days of the holiday.
 - If a non-exempt employee is required to work on the holiday they will receive additional compensation equal to the hours worked on the holiday unless the employee's schedule for the workweek (Sunday through Saturday) is 40 hours or less.
 - For employees working the standard schedule, if the employee takes the actual holiday, they will receive only 8.5 hours of pay for the actual holiday that falls on a Monday through Thursday or 6 hours for Friday.
4. Holidays are excluded from overtime calculations.
5. If a holiday (or holidays when employees have more than one day off, such as Thanksgiving, Christmas, and New Years) falls during the time when an employee is on a leave of absence, he/she is not paid for the holiday(s) in excess of whatever pay the employee may be receiving during the leave of absence, nor does the holiday extend the leave of absence. An employee is not eligible for holiday pay if on a leave of absence, either paid or unpaid.
6. Eligible non-exempt part-time Employees and employees working 9,10 or 11 months are entitled to holiday pay based on daily average hours worked per week, rounded to the nearest quarter hour.