

**HOLIDAY SCHEDULE AND PAY**

Each campus is responsible for scheduling 12 official holidays for each fiscal year. In the absence of an established holiday schedule, the following shall be recognized as the official holidays: Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, the Friday of Spring Break (in lieu of Presidents' Day/Daisy Gatson Bates Day), Memorial Day and employees' birthdays.

Because many campuses ordinarily close for the entire week between Christmas Eve and New Year's Day, employees will be charged annual leave for any days during that period not covered by regular holidays or additional holidays declared by the governor. One of the days will be a holiday in lieu of the employee's birthday. Employees deciding to observe a birthday on the date it occurs, rather than during the winter break, should inform the department leave representative as far in advance as possible so annual leave can be charged during the winter break. If an employee does not observe a birthday on the date that it occurs and the employment ends before the observed day between Christmas Eve and New Year's Day, the employee will be paid for the holiday in lieu of the birthday date.

At the discretion of each campus, university employees may work additional hours during the month of December, which may be substituted for annual leave on those days when the university is officially closed which are not covered by holidays. Specific instructions will be sent to employees and department leave representatives annually.

When a holiday (except December 25) occurs on a Saturday, the preceding Friday is observed; when December 25 occurs on a Saturday, the following Monday is observed. When a holiday (except December 24) occurs on a Sunday, the following Monday is observed; when December 24 occurs on a Sunday, the preceding Friday is observed.

Employees who are assigned a work schedule which requires them to work on a regularly-scheduled holiday may be granted time off on another date that is convenient for them and the department. If the workload in the department makes it difficult to arrange an alternate day to observe a holiday, the employee may be paid for the holiday at his/her regular pay rate in accordance with provisions of the Fair Labor Standards Act.

Full-time employees are eligible to observe these holidays at full pay. Appointed employees who work less than full-time, but half-time or more, will receive holiday pay proportionate to the time worked. For example, for an employee that works half-time, holiday pay will be at a rate equivalent to four hours. To receive holiday pay, employees must be in a paid status (not on leave without pay) on the employee's normally scheduled workday before the holiday and the normally scheduled workday after the holiday.

In the absence of different arrangements on the campus level, non-student, hourly employees that regularly work 20 or more hours per week are eligible for pay for university holidays at a rate

proportionate to the number of hours the employee regularly works, provided the hourly employee works his/her scheduled day before and after the holiday.

In the absence of different arrangements on the campus level, student hourly workers are paid only for hours actually worked. An hourly worker is considered a student, and therefore not eligible for holiday pay, if the individual is taking six or more undergraduate credits or five or more graduate credits.

In instances where a religious holiday occurs outside of the published holiday schedule for the University, Supervisors shall make efforts to accommodate an employee's request to be away from work for religious holiday observances. However, nothing shall obligate the University to make accommodation if, in accommodating the request, it would result in undue hardship on the University.

Supervisors shall consider the following factors in accommodating religious holidays:

- Whether the accommodation creates greater risks to health or safety,
- Whether expenses to the University will increase by accommodating the request,
- Whether meaningful work can be provided under the circumstances in which the employee will be working, and
- Whether supervision can be provided if deemed necessary.

Religious holidays shall be accommodated by:

- Adjusting the work schedule of the employee to the extent that it does not significantly impact the rights of other employees, or
- Allowing the employee to exchange another holiday for the religious holiday. The unscheduled religious holiday and the substitute holiday shall occur in the same calendar year.

If the religious holiday cannot be accommodated by the above, the employee shall use vacation leave, or, if necessary and appropriate, unpaid leave. Authorization by the employee's supervisor must be granted in advance via the appropriate leave request procedures.

April 29, 2016