

**HOLIDAY SCHEDULE AND PAY**

I. Holiday Scheduling

Each campus is responsible for scheduling 11 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, 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. Subject to the Governor's approval, the Friday following Thanksgiving shall also be a holiday.

II. Winter Break

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, deferred holidays or additional holidays declared by the governor. Deferred holidays are one or more of the traditional holidays referenced above that the campus has designated for other use (i.e. Presidents' Day used for the Friday of Spring Break).

At the discretion of each campus and subject to Section IV, university employees in non-exempt positions 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.

III. Holiday Leave Banked as Annual Leave (Workday)

Upon campus implementation of Workday, when an employee is required to work a scheduled holiday the hours worked will be banked and will accrue in a category called "University Holiday" and that category will be charged when the leave is used. These hours will appear on an employee's leave report and use of such hours should be scheduled in accordance with Section V. below.

Also upon campus implementation of Workday, if a campus holiday schedule defers use of a traditional holiday such as Presidents' Day or employees' birthdays for other use (i.e. Friday of Spring Break, Fall Break and/or Winter Break), those deferred holidays will likewise accrue in the category called "University Holiday" or in the category called "Employee Birthday" and will appear on an employee's leave report. **Employees must not use holidays deferred under a campus holiday schedule in advance of its intended purpose.** If an employee ends employment before using banked or deferred University Holiday leave or deferred Employee Birthday leave, the employee will be paid for the

unused leave. Unused banked holidays will be included in the cumulative annual leave that can be carried forward at the end of the year.

#### IV. Holidays Occurring on the Weekend

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.

#### V. Other Holiday Work

Employees who are assigned a work schedule that 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, employee may be paid for the holiday in accordance with provisions of the Fair Labor Standards Act.

#### VI. Part-time Employees and Student Workers

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 who 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.

#### VII. Religious Holidays

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.

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