University Policy #2211

Holiday Pay

IHL Policy 805.08 declares the following days as official holidays:

- New Year’s Day
- Martin Luther King Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additionally, other days may be designated as holidays by the University President: (not to exceed a total of 15 days a year)

- Good Friday
- Memorial Day
- Friday after Thanksgiving
- 6 additional days included in Christmas break

Full-time and part-time benefit eligible employees will receive regular pay for official holidays and those holidays specially designated by the University President, even though the employees are not required to work.

Benefit eligible non-exempt employees who are considered “essential personnel” (e.g., physical plant, student housing, etc.) that are required to work on holidays (official or designated) will not receive holiday pay, but will instead receive pay at one and one-half times his regular rate of pay per hour worked, or will receive compensatory time at the one and one-half times per hour worked. Paid time or compensatory time is at the discretion of the supervisor. **(Example: If you work 4 hours the day after Thanksgiving you will get 4 hours at time and a half and 4 hours holiday pay.)** A minimum of three (3) hours will be paid at time and ½ (or compensatory time and ½) for hours worked on a holiday.

This policy does not apply to Public Safety employees who are at all times considered essential personnel and are paid in accordance with regular pay and overtime pay policies per the State Department of Public Safety.

Eligibility

All full-time and part-time benefit eligible employees on the active payroll will be eligible for holiday pay listed above in accordance with the following provisions:

- Employees must work their normally scheduled work hours on the day immediately preceding and following the holiday. With the approval of the supervisor, the employee may elect to take personal leave days immediately prior to or following a holiday period. If the employee has an excused absence both such days, holiday pay will be authorized.

- Holiday pay will be at the employee's current rate of pay.
• Part-time benefit eligible employees will be paid holiday pay on a pro-rated basis according to the number of regularly scheduled work hours in a normal work day.

• Temporary employees are not eligible for holiday pay.

• Holidays falling on an employee's first or second regularly scheduled day off within the work week will be observed on a date chosen by the employee, with the supervisor's approval, within a reasonable time following the holiday.

• Terminating employees must return to work for a minimum of five (5) working days following the Christmas holidays in order to be eligible for holiday pay.

• Budget authority of areas requiring employees to work on holidays shall schedule such duty as fairly and equitably as possible among the available staff.

• An employee must work on his or her last official day of employment. Holidays falling within the terminal leave period for a terminating employee are charged to accumulated personal leave. (Example: An employee may not give a date prior to the Christmas holidays as the last day of employment and then use accrued personal leave as a basis for collecting Christmas holiday pay.)

**Religious Holiday**

Full-time or part-time benefit eligible employees who desire to observe a religious holiday not designated by the University may do so with their director's approval. The time and attendance record should reflect time taken as personal (vacation leave). Such requests should be reviewed with Human Resources.