

Holiday Policy

December 2023

Full-time and partially benefit eligible employees are paid for the following holidays: New Year's Day, Martin Luther King, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day (including the day before and day after), and the (observed) week between Christmas Eve and New Year's Day. In addition, and at the discretion of the administration, extra paid holidays may be granted. All holidays will be determined and published on an annual basis by President's Cabinet.

Partially benefit eligible hourly staff will receive one-half day's normal pay for every holiday. To be eligible to receive holiday pay, an employee must either work the day before and the day after the holiday, or take PTO for the day before and the day after the holiday. Non-benefit eligible employees are not eligible for paid holidays. In the event a partially or full-time hourly benefit eligible hourly employee is required by the University to work on a holiday, the employee will be given time and a half for the time worked on that holiday.

Employees who work a flexible designated weekly work schedule that consists of less than working 5 days a week, e.g. 4 10-hour days, 4 7.5-hour days, the employee will receive holiday pay only when the holiday falls on their scheduled work day(s).

Campus Police – If a full-time hourly Police Officer in the University Police Department is required by the University to work on the holiday, the employee will be given 2.5 times their rate for working on that holiday. When a holiday falls on a day not normally scheduled as a workday, the employee will receive straight time pay in accordance with their designated scheduled workweek.

Holidays that fall within a period of paid short term disability will be counted as short term disability and will not be used to extend the short term benefit. Employees on an unpaid leave of absence are not paid for holidays which occur during the leave.