

# Holiday Policy

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Full-time, pro rata, and benefit-eligible part time staff are paid for the following holidays: New Year's Day, Martin Luther King, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. 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.

Benefit-eligible part-time hourly staff will receive one-half day's normal pay for every holiday. To be eligible to receive holiday pay, an employee who has completed their orientation period must either work all other regularly scheduled days during the week in which the holiday falls or use PTO pay for those days. Temporary employees are not eligible for paid holidays.

In the event a non-exempt 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. If a non-exempt employee 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.

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. When a holiday falls on a day not normally scheduled as a workday for an employee (but within their normal work year), the employee will not receive extra pay for this day but should work with their supervisor to identify a day off at another time provided that the number of paid and/or taken holiday hours do not exceed those available to other employees in the same classification. Employees on an unpaid leave of absence are not paid for holidays which occur during the leave.