

Policy 2-40 Rev. 8
Date: September 5, 1997

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Subject: **HOLIDAYS AND HOLIDAY PREMIUM PAY**

I. PURPOSE

To prescribe the University's policy with respect to holidays and related pay practices and eligibility standards.

II. REFERENCES

Policy and Procedures, [2-0](#), Personnel Definitions

Policy and Procedures, [2-59](#), Staff Compensation

III. POLICY

A. Standard Holiday Schedule

Subject to paragraph B, all regular, permanent and probationary personnel are entitled to the following paid holidays each year.

New Year's Day	1st day in January
Martin Luther King/ Human Rights Day	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4th day in July
Pioneer Day	24th day in July
Labor Day	1st Monday in September
*Veteran's Day	11th day in November
Thanksgiving	4th Thursday in November
Friday following Thanksgiving	Friday following Thanksgiving
Christmas	25th day in December
*One Annual Personal Preference Holiday	*One individual selected holiday for employee's personal use during each calendar year, subject to paragraph D below.

*Veteran's Day will be removed and a second annual Personal Preference Holiday will be added effective 1998.

B. Variations from Standard Holiday Schedule

1. Hospital personnel will observe their birthday as a holiday in lieu of Veterans Day
2. An additional holiday may be declared from time to time by the president of the university.

3. A holiday falling on Sunday will be observed the following Monday.

4. A holiday falling on Saturday will be observed the preceding Friday.

C. Days of Religious Observance

The university recognizes the existence of various days of religious observance or obligation. To be consistent with the university policy of nondiscrimination and to provide flexibility for personal choice, one personal preference holiday is provided annually for personal use for any purpose selected by the employee. If an individual wishes to observe additional religious holidays, time off must be arranged in advance and will be deducted from the individual's accrued vacation. Supervisors are encouraged to make every effort to grant these requests.

NOTE: Beginning in 1998 all employees not employed by the Hospital will have two personal preference days. The rules stated below continued to be applicable to the two personal preference days.

D. Rules Relating to Personal Preference Holiday

1. Use of the personal preference holiday is at the discretion of the employee, provided that notice is given to the employee's supervisor within a reasonable time, but not less than five work days before the scheduled date. The notice need not state any reasons why the specified date was selected as a personal preference holiday.
2. An employee ordinarily shall have a right to take a personal preference holiday upon the date specified in the notice, unless the employee's supervisor determines that emergency or other highly unusual circumstances require the employee to work on that date in order to prevent serious interference with or substantial harm to university business, property, personnel, programs, or activities.
3. An employee may take only one personal preference holiday during each calendar year. Failure to use the personal preference holiday in any calendar year constitutes a waiver of the personal preference holiday privilege for that year to the extent of such non-use, and an unused holiday does not accumulate into the following calendar year. No payment is made upon termination for unused personal preference holiday time.
4. A new employee is not eligible to use a personal preference holiday until completion of the probationary period.
5. Actual use of personal preference holidays shall be reported, together with reporting of other data relating to time and attendance, in accordance with established university procedures.

E. Hire and Termination Dates

A holiday or weekend day normally will not be reported as a hire or termination date unless the individual is in work status that day.

F. Holiday Premium Pay

1. Full-time permanent and probationary staff employees who are required to work on designated holidays other than a personal preference holiday, will be paid, in addition to regular pay, a premium payment equal to one-half of their base hourly rate for

such hours worked on these days.

2. Part-time permanent and probationary employees are eligible for holiday premium pay on a pro-rated basis.
3. Temporary employees are not eligible for holiday premium pay.
4. Payment for a holiday which occurs during a period of leave of absence without pay will be made only when the individual works at least one full day during the workweek in which the holiday occurs or otherwise receives compensation for a portion of the work week by being on sick leave or paid vacation status.
5. Employees of University Hospital and Clinics will be eligible for Holiday Premium Pay on Thanksgiving Day, Christmas Day, and other holidays as determined annually by Hospital Administration during the budget process. Hospital Administration will regularly consult with management and staff in determining any other holidays for which premium pay will be paid.

G. Overtime

1. Holiday premium pay is paid in addition to any overtime payment due. Premium pay for holiday work will not be included in determining the regular hourly rate of pay for the purpose of calculating overtime payments.
2. Holiday hours are not considered as time worked in the computation of overtime.

H. Time Off for Holidays Worked

Equal time off (not to exceed 8 hours), at a mutual convenience of the employee and the employing unit, shall be given if permanent and probationary staff employees(exempt and non-exempt) are required to work on a holiday. The alternative holiday will be scheduled within the current fiscal year. Exception: If the employee terminates or management is unable or chooses not to reschedule the holiday time off, the eight hours will be paid as time at the base hourly rate.

Approved: Executive Committee of Academic Senate 8/14/97
Board of Trustees 9/5/97

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