

**Policy 5-300: Holidays**

Revision 10. Effective date: November 8, 2022

**I. Purpose and Scope** ..... 1

**II. Definitions** ..... 2

**III. Policy** ..... 2

    A. Holidays ..... 2

    B. Variations from Standard Holiday Schedule..... 3

    C. Days of Religious Observance ..... 3

    D. Pay Practices ..... 4

    E. Other Holidays ..... 4

**IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**4

**V. References** ..... 5

**VI. Contacts** ..... 5

**VII. History** ..... 5

**I. Purpose and Scope**

A. Purpose.

To outline the University's policy with respect to Holidays for Employees and related pay practices and eligibility standards.

B. Scope.

This Policy is applicable for all categories of University Employees and is intended to be implemented through associated University Regulations, including University Rules, which shall describe and govern specific aspects of the scope and manner of implementation separately for Employees of the University of Utah Hospitals and Clinics, and for all other University Employees.

**II. Definitions**

The following definitions apply for the limited purposes of this policy and any associated regulations.

- A. The definitions of the terms "Benefits-eligible Position" and "Employee" as provided in Policy 5-001 apply for purposes of this Policy.
- B. "Paid Time Off" or "PTO" is defined in Rule 5-200B, Paid Time Off (PTO), Holidays, and Other Paid Leave for University of Utah Hospitals and Clinics Staff Members.

**III. Policy**

A. Holidays

- 1. Subject to the eligibility, use, and limitation provisions in University Rule 5-200B (Paid Time Off for UUHC Staff Members), and Rule 5-300A (Scope, Eligibility, and Limitations for Holidays - University Employees [Other than UUHC Staff]), the University designates the following days as Holidays:
  - a. New Year's Day, 1<sup>st</sup> day in January
  - b. Martin Luther King Day, 3<sup>rd</sup> Monday in January
  - c. President's Day, 3<sup>rd</sup> Monday in February
  - d. Memorial Day, last Monday in May
  - e. Juneteenth National Freedom Day, 19<sup>th</sup> day in June
  - f. Independence Day, 4<sup>th</sup> day in July

- g. Pioneer Day, 24<sup>th</sup> day in July
- h. Labor Day, 1<sup>st</sup> Monday in September
- i. Thanksgiving – 2 days, 4<sup>th</sup> Thursday in November and the following Friday
- j. Christmas, 25<sup>th</sup> day in December
- k. Two annual personal preference holidays, two individual-selected holidays for Employee's personal use during each calendar year, subject to Rule 5-200B (UUHC Staff Employees only), and Rule 5-300A (all other Employees)

B. Variations from Standard Holiday Schedule

- 1. Except Juneteenth National Freedom Day:
  - a. the University shall observe a holiday falling on a Saturday on the immediately preceding Friday; and
  - b. the University shall observe a holiday falling on a Sunday on the immediately following Monday.
- 2. The University shall observe Juneteenth National Freedom Day:
  - a. on June 19 if June 19 is on a Monday;
  - b. on the immediately preceding Monday if June 19 is on a Tuesday, Wednesday, Thursday, or Friday; and
  - c. on the immediately following Monday if June 19 is on a Saturday or Sunday.

C. Days of Religious Observance

- 1. 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, the University will allow (1) staff Employees in Benefits-eligible Positions with University of

Utah Hospitals and Clinics to use PTO, subject to the provisions of Rule 5-200B, and (2) all other Employees in Benefits-eligible Positions with the University to use their two annual Personal Preference Holidays and/or vacation time, subject to the provisions of Rule 5-300A. Supervisors are encouraged to make every effort to grant these requests consistent with business necessity.

D. Pay Practices

1. Pay practices for observance of University Holidays are subject to the eligibility and limitation provisions in University Rule 5-200B (UUHC Staff), and Rule 5-300A (all other University Employees).

E. Other Holidays

1. The University may provide other paid Holidays, as described in Rule 5-200B (UUHC Staff), and Rule 5-300A (all other University Employees).

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*Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

**IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

A. Policies/ Rules.

1. Rule 5-200B: Paid Time Off for University of Utah Hospitals and Clinics Staff Members
2. Rule 5-300A: Scope, Eligibility, and Limitations for Holidays – University of Utah Employees (other than UUHC Staff)

B. Procedures, Guidelines, and Forms. [ *reserved* ]

C. Other Related Resources. [ *reserved* ]

## V. References

- A. Policy 5-001: Employee Definitions

## VI. Contacts

- A. Policy Owners (primary contact person for questions and advice): the University of Utah Hospitals and Clinics' Director of Employee Relations is responsible for the application of this Policy to University of Utah Hospitals and Clinics Employees, and the University's Director of Benefits is responsible for the application of this Policy to all other University Employees (non-UUHC).
- B. Policy Officers: the University's Chief Human Resources Officer (non-UUHC Employees) and the Senior Vice President for Health Sciences.

See University Rule 1-001 for information about the roles and authority of policy owners and policy officers.

## VII. History

Revision History.

- A. Current version. Revision 10.
  - 1. Presented for Information of Academic Senate November 7, 2022. Approved by Board of Trustees November 8, 2022, with effective date of November 8, 2022.
  - 2. Legislative History for current version
  - 3. Editorial Revisions: *[reserved]*
- B. Past versions.
  - 1. Revision 9. Effective October 14, 2014.
    - a. Legislative History for Revision 9.
  - 2. Revision 8. Effective September 5, 1997
- C. Previous Versions

1. Renumbered from Policy and Procedures Manual 2-40