



## HR Related Policies & Procedures

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Revised:



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## Holidays with Pay

### COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Full-Time Temporary
- Bargaining Unit Employees

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining unit agreement \(CBA\)](#). Please refer to the CBA for details.

### BOT POLICY

**Sec. 6-700. Statement of Principle.** The University provides various benefits to its full-time employees to allow them to take time off from their work duties. The President, or his/her designee, shall develop policy and procedures regarding the accumulation, use and other administrative consideration of these benefits. The collective bargaining unit agreement will define the benefit for employees covered under the terms of such agreement.

**Sec. 6-706. Holidays With Pay.** Following ten (10) days of work, full-time non-bargaining unit employees shall receive the following holidays with pay, providing that the holiday occurs during their appointment period: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. Additional paid holiday leave time may be considered and granted by the President provided that such additional time shall not exceed four (4) working days in any fiscal year. In order to receive a paid holiday, employees must work or take an authorized paid benefit day on their last scheduled work day before the holiday and their next scheduled work day after the holiday.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. When a paid holiday falls on Saturday, the previous working day will be observed as a holiday, and when a paid holiday falls on Sunday, the next working day will be observed as a holiday.

- II. Employees with an assignment of less than twelve (12) months will receive compensation only for those holidays that occur during their assignment period.

**RESPONSIBILITY**

Supervisor: Record holiday hours on payroll sheets.

Refer Questions To: *Human Resources*