



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.18	Use of Scheduled Holidays	07/01/07	

1.0 Purpose

To provide policies and procedures for the designation and use of scheduled holidays.

2.0 Policy

Employees classified in the categories of Regular Full-time and Regular Part-time are eligible for twelve (12) paid holidays during the year. Note: Temporary employees, regardless of work commitment, are not eligible for paid holidays. This category of employees includes personnel employed for a period not to exceed six (6) calendar months, regardless of work commitment; and all personnel employed for a period exceeding six (6) calendar months who are regularly scheduled to work less than half-time (twenty hours) each workweek.

3.0 Category

3.1 Holiday Designations

The twelve (12) scheduled holidays are New Year’s Day, Dr. Martin Luther King, Jr’s Birthday, Spring Holiday (usually in early March), Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, and five days at/around Christmas. Scheduled holidays occurring on Saturday will be observed on the preceding Friday; those holidays occurring on Sunday will be observed on the following Monday.

3.2 Substitute Holidays

If an employee is required to work on one of the twelve (12) scheduled holidays, the employee’s supervisor will arrange, as part of the regular work week, a substitute paid holiday within 60 days before or after the actual holiday. A substitute paid holiday will also be scheduled if an official holiday occurs on an employee’s scheduled day off.

4.0 Regular Part-Time Employees



Payment for holiday hours to regular part-time employees will be in an amount equivalent to the employee's work commitment. Regular part-time employees will be granted substitute holidays in accordance with the policy above.

5.0 Holiday Reporting

The holiday hours should be reported under the applicable date on the time sheet. If an eligible employee is sick the day before and/or after a scheduled holiday and being reported as Leave Without Pay because they have no sick leave accrued, the day may be reported as a holiday. In instances of this type, the supervisor should attach a verification note to the time sheet. The above policy does not apply to employees on Personnel Action Form processed Leave of Absence Without Pay.

NOTE: The number of holiday hours to record for Regular part-time employees is the work commitment multiplied by 8 hours. If this time is not equal to the employee's scheduled workday, the remaining hours should be reported as annual leave or leave without pay.

6.0 Termination

A terminating employee shall not be paid for any scheduled holiday that occurs after the last working day of employment.