



Policies, Rules And Regulations

Effective Date	Date of Revision
1-4-65	2-25-87

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HOLIDAYS

All personnel, except temporary employees, will receive the following holidays, or an equivalent day off: Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, and Good Friday.

All personnel, except temporary employees, may take the first working day, either before or after, Thanksgiving, Christmas, and New Year's Day, as designated by the University. Supervisors will be advised each year of the designated days.

In addition to the above holidays, the regularly scheduled workdays between the Christmas and New Year's holidays are designated as Christmas/New Year Season Days for AP, CS, MF, PT, PO and PS employees. The Holiday schedule will be extended for three (3) additional days through Christmas and New Year's.

Such employee who is required to work on a Christmas/New Year Season Day as designated above will be paid for time worked at the employee's regular hourly straight time plus shift premium, if applicable. In addition, for each one (1) hour worked by such employee, the University shall add one (1) hour to the employee's vacation accrual.

For staff who are required to work in order to insure the continuity of the operations of the University during the designated Christmas/New Year Season Days, an equal number of annual leave days will be added to their annual leave accumulation.

For each Christmas/New Year Season Day such employee is not scheduled or otherwise required by the Employer to work, such employee shall receive his or her regular hourly rate of pay, exclusive of shift premium, for the number of hours the employee would be regularly scheduled to work (not to exceed eight (8) hours) on the day on which the Christmas/New Year Season Day is observed, provided the employee meets the following eligibility requirements:

1. The employee must work the last scheduled workday before and the next scheduled workday after the day of the observance of the Christmas/New Year Season Day, unless the employee's absence has been previously approved by the employee's Department Head or, in cases where approval is not sought and obtained in advance from the Department Head, is caused by such employee having been hospitalized due to accident, injury, or other such similar and verifiable situations of extreme personal circumstance.

Exception: The University employee who retires at the end of the year will not be required to report to work the first work day following New Year's Day for the Holidays accumulated through December 31.

Nonexempt employees scheduled and required to work those holidays designated as paid for the holiday and in addition will

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receive time and one-half for all hours worked on that day, or may, at the direction of the University, be given compensatory time off within the payroll period in which the holiday is celebrated.

2. Employees retiring at the end of the calendar year shall receive holiday pay for the Christmas Seasonal days through December 31st.
3. The employee must be on the active payroll for the week in which the Christmas/New Year Season Day is observed.
4. Additional regulation on this subject may also be found and may supersede this policy for employees covered by collective bargaining agreements.

Authority for Creation or Revision

Minutes of the Board of Regents, January 4, 1965; para. .4.05.1.71.M.
 Minutes of the Board of Regents, September 17, 1980; para. .2298M.
 Minutes of the Board of Regents, February 25, 1987; para. .3437M.