I. Purpose

The purpose of this policy is to provide uniform guidance for University Holidays.

II. Scope

All EPA and SPA employees holding permanent, probationary, trainee, and time-limited appointments are entitled to holiday time off. Temporary hourly employees do not receive paid time off on university holidays. Holidays are subsumed in the Academic Year Calendar for faculty.

III. Policy

For EPA and SPA employees holding permanent, probationary, trainee, and time-limited appointments, the official university holidays are paid holidays and such employees required to work on a university holiday receive regular pay, holiday premium pay, and compensatory time off as noted in this policy. For temporary EPA and SPA employees, the official holidays are not paid holidays and such employees required to work on a university holiday are paid time and a half with no compensatory time off.

A. Official University Holidays

The university recognizes the following holidays each year: New Year's Day, Martin Luther King, Jr. Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (two days), Winter break (three to four days). Veteran’s Day holiday is included with Winter Break time off. The holiday schedule is published annually by Human Resources.

When a holiday falls on Saturday, the university recognizes the holiday the preceding Friday. When a holiday falls on Sunday, the university recognizes the holiday the following Monday.
**B. Religious Holiday Exchanges**

Good Friday and Christmas Day are regarded as religious holidays. Employees wishing to observe different religious holidays may request a "holiday exchange." If operational requirements permit, the employee may work on the holiday observed by the university in exchange for a day off to accommodate a religious holiday of the employee's preference. Holiday premium is not paid in such cases. If operations do not permit working on the holiday observed by the university, the employee may take vacation leave on religious holidays of preference.

**C. Holiday Hours**

A holiday for full-time employees is eight hours per day. Part-time employees receive holidays on a pro-rata basis. When the university has established a work schedule where the normal workday is not eight hours (such as the established summer schedule), adjustments must be made to equalize holiday benefits. For example, when the university is observing established summer hours:

If the July 4 holiday falls on a day when the established workday is nine hours, full-time employees charge one hour to vacation leave or accumulated compensatory time, or otherwise work thirty-two hours on the remaining workdays that week. If the July 4 holiday falls on a day when the established workday is four hours, full-time employees are given the remaining four hours off during the same week on a later date convenient to the employee and to the department’s operating requirements.

**D. Permanent Employees Required to Work on an Official Holiday**

Permanent EPA or SPA permanent, probationary, time limited, or trainee employees that are required to work on an official university holiday receive regular pay, holiday premium pay, and compensatory time off as noted below. Holiday pay and holiday premium pay provisions apply equally to wage/hour exempt and subject employees.

If required to work, the employees will be compensated in addition to their regular pay:

1. Holiday premium (paid at 50% of the employee’s regular hourly base pay) for each hour the employee was required to work on an official holiday, AND

2. Either (a) Given equal time off at a later date as compensatory time for each hour worked on a holiday OR (b) If scheduling compensatory time off would result in extraordinary management inconvenience or would result in overtime pay (if wage/hour subject) for job coverage, employee may receive pay in lieu of taking compensatory time off.

**E. Temporary Employees Required to Work on an Official Holiday**
Temporary EPA or SPA employees required to work on an official university holiday are paid time and one-half, with no compensatory time off.

F. Record Keeping

Holiday leave is recorded according to the guidelines in Policy 08.210.