

POLICY 11
APPROVED AND UNAPPROVED ABSENCES

Rule 11.13 - Excused Absence With Pay/Gift Day

When Christmas falls on Tuesday through Friday (i.e., when there is only limited time available for preparation for the observance of Christmas), employees will be excused with full pay for one-half (1/2) day on December 24. Employees who work in services of a continuing nature, which in the judgment of the unit head cannot be suspended, will be paid at their regular rates and will be given one-half (1/2) day off with pay at another time. Employees on layoff who qualify for holiday pay for Christmas (see Rule 9.01) will receive one-half (1/2) day straight time pay for this half-day when they receive holiday pay. Employees who are not scheduled to work on December 24 and who are not on layoff will be given one-half (1/2) day off with pay at another time. Employees on approved vacation or leave will not have the one-half (1/2) day charged against vacation or leave. The December 24 half-day off will not be granted in years when Christmas falls on Saturday, Sunday, or Monday.

Part-time employees will receive prorated pay or time off for this one-half (1/2) day based on the percent time of their appointments.