

POLICY 8 HOLIDAYS

University Policy

The University recognizes eleven (11) holidays for Civil Service employees. The President shall determine or may delegate to the campus Chancellors the authority to determine the facilities to be open for these holidays.

Six are holidays named by Section 45a of the State Universities Civil Service System Statute and recognized University-wide:

1. New Year's Day
2. Memorial Day (as determined by the law of the State of Illinois)
3. Independence Day
4. Labor Day (first Monday in September)
5. Thanksgiving Day (fourth Thursday in November)
6. Christmas Day

Five are Designated Holidays that may differ among campuses and will be designated by the President.

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Rule 8.01 - Five (5) Designated Holidays

The President has designated Dr. Martin Luther King's birthday, observed the third Monday in January, as one of the five (5) designated holidays, and has delegated to each Chancellor the authority to designate the other four (4) of the five (5) designated holidays to be observed on the campus.

Regulation

8.011 List of Holidays

Each Chancellor will provide a list of these four (4) holidays to the President's office and to the University Office of Administration and Human Resources at the time they are designated and approved by the campus.

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Rule 8.02 - Relation of Work Schedule and Holiday

The calendar holiday, as identified in Policy 8, will be observed as the University holiday when it falls on a weekday (Monday through Friday). When a holiday falls on Saturday, the preceding Friday will be treated as the holiday; when a holiday falls on Sunday, the following Monday will be treated as the holiday. Each eligible employee's permanently assigned work shift will determine exactly what day is treated as the holiday for which the employee will receive holiday pay and be compensated at a premium rate if required to work (see Policy 9, Holiday Pay).

A. Full-Time and Part-Time Employees Who Work Monday Through Friday

A holiday will always be a scheduled workday for eligible employees who work five days a week, Monday through Friday schedules.

B. Employees Who Work Other Than Monday Through Friday

The calendar holiday will be observed as the holiday for both full-time and part-time employees who work other than five days a week, Monday through Friday schedules. For example, if a calendar holiday falls on a Sunday, but is observed by the University on a Monday, an employee who works Sunday through Thursday will observe Sunday as the holiday, as would an employee working a Tuesday through Saturday schedule.

C. Shifts That Bridge a Holiday

When a shift bridges two (2) calendar days, one of which is a holiday, the shift that begins on the calendar holiday will be recognized as the holiday shift.