

POLICY 8 HOLIDAYS

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.