

**POLICY 9
HOLIDAY PAY**

University Policy

Employees will be excused from work, except for those assigned to necessary operations, on the eleven (11) recognized holidays. Those employees eligible for holiday pay, as defined by the President, will receive full pay, with the exception of prevailing rate employees, who will be compensated in accordance with provisions of the appropriate multi-employer area agreement for any of the six (6) University-wide holidays which may be specified in such multi-employer agreement (Section 45a, State Universities Civil Service System Statute and Rules).

Prevailing rate employees will be paid as other eligible University employees for the five (5) days designated holidays. Prevailing rate employees will receive no holiday compensation for any of the six (6) University-wide holidays unless such University-wide holiday is specified as a paid holiday in the appropriate multi-employer area agreement. However, each prevailing rate employee shall be extended the option of charging any unpaid holiday to earned vacation and personal leave.

**POLICY 9
HOLIDAY PAY**

Rule 9.01 - Eligibility for Holiday Pay

To be eligible for holiday pay, an employee (a) must have a trainee, apprentice, provisional, learner, or status appointment and (b) must have worked as scheduled on his or her last scheduled workday before and the first scheduled workday after a University-observed holiday. An employee is eligible to receive holiday pay if the employing unit approves vacation, sick leave, or time off without pay for these required days.

A. Employees Laid Off During Holiday Breaks

An employee laid off and recalled proximate to and because of a Christmas, New Year's, or holiday break will be allowed holiday pay in the first pay period after recall, provided that the employee worked the required last scheduled workday before and the first scheduled workday after the holiday.

B. Employees on Approved Paid Leave

When the holiday falls while an eligible employee is on approved paid leave, the holiday will not be charged against the employee's accrued leave balance.

POLICY 9 HOLIDAY PAY

Rule 9.02 - Determination of Full Pay on a Holiday

Full pay for a holiday is intended to provide a full-time eligible employee with a day's pay, which is defined as one-fifth (1/5) of the weekly schedule of the employee's class, and a part-time eligible employee with a proportionate share thereof based on the employee's benefit rate.

Regulations

9.021 Calculating Holiday Pay

The amount of holiday pay for an eligible employee is determined by the following formula: multiply an eligible employee's regular hourly rate times one-fifth (1/5) the number of hours in the full-time weekly work schedule of the employee's class times the employee's percent time appointment.

9.022 Calculating Benefit Rate

Benefit rate is defined as the percentage derived by dividing the number of hours in the employee's part-time schedule by the number of straight time hours in a full-time work schedule for the class. It will normally be the same as the percent time shown on the appointment document.

9.023 Special Benefit Wage Rates for Multiple Jobs

Special Benefit Wage Rates for employees who regularly are assigned to work at multiple job rates within the same class may be developed since no single regular hourly rate exists, but such Special Benefit Wage Rates require the advance approval of the Assistant Vice President for Human Resources.

**POLICY 9
HOLIDAY PAY**

Rule 9.03 - Holiday Pay for a Non-Work Day

A holiday will always be a scheduled workday for a full-time eligible employee working a Monday through Friday schedule. However, the calendar holiday might not be a scheduled workday for employees working other than a Monday through Friday schedule (see Rule 8.02), because the calendar holiday is observed as the holiday for these employees. For example, if a calendar holiday falls on a Saturday, an employee who works Sunday through Thursday would not be scheduled for work on the holiday.

A. Holiday Pay for Full-Time Employees Not Scheduled to Work on a Holiday

If a full-time employee who works other than a Monday through Friday schedule is not scheduled to work on a calendar holiday and is eligible for holiday pay, the employee will receive, as necessary operations permit, either (a) a scheduled workday off within two (2) weeks before or after the recognized holiday or (b) additional pay equal to the employee's regular hourly rate times one-fifth (1/5) the number of hours in the full-time weekly work schedule of the class. Well in advance of the recognized holiday, the supervisor shall advise each employee of the alternative to be followed.

B. Holiday Pay for Part-Time Employees

An eligible employee with a part-time appointment, whether on a Monday through Friday schedule or some other schedule, will be paid at the employee's benefit rate for the recognized holiday, irrespective of whether the employee is scheduled to work on the holiday.

**POLICY 9
HOLIDAY PAY**

Rule 9.04 - Payment for Work Required on a Holiday

In the event that work is required on any recognized holiday, i.e., the day recognized as the holiday based on an individual employee's regular work schedule, eligible employees, including part-time employees, will be paid time and one-half their regular hourly rate of pay for each hour worked; or, if mutually agreed to, by time off at the rate of time and one-half; or any combination thereof. Pay for work on a holiday is in addition to any holiday pay an employee may receive.

There will be no pyramiding of premium rates due to holiday overtime, e.g., if an employee whose holiday work premium is one and one-half (1 1/2) times the hourly rate is required to work ten (10) hours on a holiday, the employee will receive ten (10) hours at time and one-half as full compensation for hours worked.

A. Exception - Prevailing Rate Employees

When a University holiday is also a holiday designated in the appropriate multi-employer area agreement, prevailing rate employees paid in accordance with the provisions of that agreement will be compensated for work on that holiday at the rate specified by that particular agreement.

B. Exception - Exempt Employees

An employee in a class designated as exempt under the Fair Labor Standards Act and not otherwise declared eligible for overtime compensation will receive no additional compensation for work performed on a holiday. However, in order to provide holiday recognition, such an employee who works on a holiday will receive another day off as a holiday or additional compensation equal to one-fifth (1/5) of the employee's weekly salary as holiday pay. Well in advance of the recognized holiday, the supervisor or unit head shall advise each employee of the alternative to be followed.