

**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.