

# Holidays & Holiday Pay

## FT\_HR\_BE\_65

Responsible Officer

Chris Ronk

Responsible Office

Human Resources

Approving Body

Board of Trustees

Approval Date

2019-01

Last Revision

2019-01

Re-evaluation Date

2021

Departmental Impact

All departments

### Policy Statement

Full time staff and administrative faculty members will be granted the following days off with pay:

1. New Year's Day
2. Martin Luther King, Jr Day
3. Friday of Spring Break
4. Memorial Day
5. July 4th
6. Labor Day
7. Thanksgiving Day
8. Thanksgiving Friday
9. Christmas Eve - New Year's Day

### Policy Procedures

If a holiday falls within an employee's extended PTO period, the holiday will not be counted as PTO. When a holiday falls on a Saturday or Sunday, the University will specify the date that the holiday will be taken, if at all.

Holiday pay will be based on the number of hours that the employee normally works per day.