

# Holidays & Holiday Pay

## FT\_HR\_BE\_65

Responsible Officer  
Chris Ronk  
Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
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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.