

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.