

340.040 Holidays

Bd. Min. 6-28-68; Amended Bd. Min. 11-19-71; Amended Bd. Min. 3-23-73; Amended Bd. Min. 9-20-74; Amended Bd. Min. 4-25-75; Amended Bd. Min. 9-9-77; Amended 9-7-79; Amended 11-13-81; Amended 7-30-82, effective 9-1-82; Bd. Min. 12-12-69; Amended Bd. Min. 11-13-81; Bd. Min. 7-15-86; Bd. Min. 1-25-90; Amended 9-26-97; Amended 7-19-02; Amended 10-23-09; Amended 7-23-10; Amended 9-7-22; Amended 9-5-25.

A. **Observance of Holidays** -- The following days have been designated as official University holidays:

- New Year's Day
 - Martin Luther King, Jr., Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - **Veterans Day**
 - Thanksgiving Day and the Friday following
 - Christmas Day
 - And other days as may be designated by the President.
- Holidays are considered to extend over a 24-hour period. **With the exception of Veterans Day, When a holiday falls on Saturday, the preceding Friday is observed. When Veterans Day falls on a Saturday, the following Monday is observed.** When a holiday falls on Sunday, the following Monday is observed. Notwithstanding the foregoing observations for holidays falling on the weekend, units/departments that operate 24 hours a day and/or 7 days a week may choose to observe the holiday on the actual day of the holiday. The holiday schedule for these 24/7 operations will be determined by the unit/department. Employees required to work on the day the holiday is observed in their unit/department and entitled to receive premium pay, as described in Section 340.040C below, will receive holiday pay and premium pay only on the day the holiday is observed in their unit/department.

- B. **Eligibility** -- Regular employees entitled to receive pay up to a maximum of eight (8) hours for official University holidays include all full-time Administrative, Service & Support employees, whether or not they are scheduled to work on the holiday, with 99% to 75% FTE employees to receive holiday pay on a prorata basis.
- C. **Required Work on a Holiday** -- All nonexempt regular benefit-eligible employees required to work on a holiday will receive 1-1/2 times their straight-time wage rate for the hours worked (premium pay) in addition to their holiday pay.
- D. **Special Religious Holidays** -- The observance of special religious holidays may be permitted by the employee's supervisor. In such cases, time off is charged to accumulated PTO, compensatory time or leave without pay.