

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](#); [Amended 8-3-26, effective 1-1-27](#).

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.
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- 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 340.040.C 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 [except employees whose primary appointment is with University of Missouri Health Care](#), 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. See Section 340.040.E below regarding employees whose primary appointment is with University of Missouri Health Care.

- C. **Required Work on a Holiday** -- All nonexempt regular benefit-eligible employees required to work on a University holiday will receive 1-1/2 times their straight-time wage rate for the hours worked (premium pay). For employees other than those whose primary appointment is with University of Missouri Health Care, the premium pay shall be in addition to their holiday pay. See Section 340.040.E below regarding employees whose primary appointment is with University of Missouri Health Care.

- 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.

- E. **MU Health Care Employees** -- The following rules apply to employees whose primary appointment is with University of Missouri Health Care (MUHC employees).

- The Chief Executive Officer of MU Health Care or designee will determine which MU Health Care locations, units, and/or operations will be open or closed on University holidays based on operational needs and applicable MUHC policies.
 - With the exception of Veterans Day, MUHC employees will not receive holiday pay for University holidays, regardless of whether the location, unit, or operation where they are assigned is closed. MUHC employees may take PTO on University holidays in accordance with CRR 340.025, subject to appropriate supervisory approval. Consistent with Section 172.345 of the Missouri Revised Statutes, MUHC employees who are full-time Administrative, Service & Support employees will receive pay up to a maximum of eight (8) hours for Veterans Day whether or not they are scheduled to work on Veterans Day, with 99% to 75% FTE employees to receive such holiday pay on a prorata basis.
- D. • Nonexempt regular benefit-eligible MUHC employees required to work on a University holiday will receive pay exceeding straight-time wage rate for the hours worked, in amounts established by MUHC policy (premium pay).