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<b>Policy ID:</b>	ADM-HUM-16 Minor Revision6
<b>Title:</b>	Holidays
<b>Description:</b>	Definition of typically observed holidays.
<b>Category:</b>	Human Resources
<b>Applies to:</b>	staff, faculty
<b>Contact:</b>	<a href="#">Human Resources</a>

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<b>Purpose:</b>	A complete list of paid holidays is announced at the beginning of each new calendar year.
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**Policy Statement:** Generally, the following holidays are observed:

- New Year's Day
- Martin Luther King Day
- Spring Break (designated days)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (designated days)
- Christmas (designated days)

Employees scheduled to work on a University-approved holiday will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and department director, if they were in a paid status on both the day before and the day after the holiday.

To be eligible for University-approved holiday pay, an employee must be a regular full-time (75% or more) employee and, if regularly scheduled to work on a holiday, the employee must be in paid status on both the day before and the day after the holiday.

If a designated holiday falls within a vacation period it shall not be charged against vacation time.

An employee who is on paid sick leave when a University-approved holiday occurs will receive holiday pay instead of sick leave pay.

Any regular full-time employee required to work on a holiday will be entitled to a substitute holiday off as scheduled by the supervisor. If an employee is scheduled to work on a University-approved holiday and becomes ill, the employee will receive sick pay for that day and receive his or her substitute holiday as previously scheduled by the supervisor.

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**Glossary of Terms:**

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**Legal Citation:**

**Campus Links:**

**FAQs:**

**Formerly known as:**

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