



Policy 4.25 Holidays

Responsible Official: VP for Human Resources

Administering Division/Department: Leave Policies

Effective Date: March 29, 2007

Last Revision: May 08, 2007

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Applicability

Paid holiday leave is provided to regular employees and to rehired retirees who work at least 20 hours per workweek

Policy Details

OFFICIAL SCHEDULE

The University observes the following holiday schedule:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve
- Floating Holidays (2)

* See guidelines on floating holidays later in this policy.

The specific dates for the observance of official holidays will be announced each year.

The number of paid holiday leave hours are prorated for regular part-time employees based on standard hours worked.

HOLIDAY LEAVE PROVISIONS

Nonexempt Employees

To be eligible for paid holiday leave hours, a nonexempt employee must have worked or be in an approved paid leave status his/her entire last scheduled workday before and his/her entire first scheduled workday following the holiday(s).

A nonexempt employee is not eligible for holiday pay if he/she is on an authorized leave without pay when the holiday(s) occurs.

Exempt Employee

An exempt employee shall be eligible for holiday pay for an official holiday(s) if he/she is:

- At work for part or all of the workweek in which the holiday(s) occurs.
- Is on approved paid leave for the workweek in which the holiday(s) occur.
- An exempt employee shall not be eligible for holiday pay if he/she is on authorized leave without pay for the entire workweek in which the holiday is officially observed.

OBSERVANCE OF A HOLIDAY DURING AN APPROVED LEAVE

When a holiday is officially observed during an employee's approved vacation leave or sick leave, the employee will receive holiday pay for the number of holiday hours for which he/she is eligible. Such hours will not be charged to the employee's vacation leave or sick leave balances.

OBSERVANCE OF A HOLIDAY ON A SCHEDULED WORKDAY OR A SCHEDULED DAY OFF

When an employee is scheduled to work on an officially observed holiday, the employee shall receive the appropriate pay for the hours worked in addition to holiday premium pay and shall receive at a later date holiday hours off with pay equivalent to the number of holiday hours for which he/she is eligible. Such accrued holiday hours:

- Must be taken within 1 year following work on the official holiday or will otherwise be forfeited.
- Shall be paid at the employee's regular base hourly rate.

When an official holiday(s) falls on an employee's regularly scheduled day(s) off, the employee shall receive _____ holiday hours at a later date holiday hours off with pay equivalent to the number of holiday hours for which he/she is eligible. Such accrued holiday hours shall be taken in accordance with the provisions stated above.

Compensation in lieu of taking accrued holiday hours shall be granted only when the employee separates from employment or changes to a status ineligible for holiday pay.

RECORDING OF HOLIDAYS

Holiday hours or accrued holiday hours taken during a night shift should be recorded _____ either in TAS or on the timesheet _____ on the calendar day on which the shift commences.

Employees scheduled to work on an official holiday will receive holiday premium pay in addition to his/her regular hourly rate of pay. Holiday hours for nonexempt employees are not added to the hours worked in the computation of overtime.

FLOATING HOLIDAYS

In addition to the nine official holidays observed annually, floating holidays _____ must be used per calendar year from _____ January 1 to December 31 by eligible University employees.

Floating holiday are prorated for regular part-time employees based on standard hours worked.

Partial floating holiday hours are available to nonexempt employees.

An employee who is hired by January 1 but no later than the first University workday in January is eligible for two floating holidays in that calendar year.

An employee who is hired after the first University workday in January but no later than the first University workday in July are eligible for one floating holiday in that calendar year.

An employee who is hired after the first University workday in July is not eligible for a floating holiday in that calendar year.

Employees cannot be paid in lieu of taking floating holidays. No compensation will be paid for unused floating holidays when an employee separates from employment.

Requesting and Granting a Floating Holiday

An eligible employee must submit a request in advance to the appropriate supervisor. A floating holiday(s) is approved at the discretion of the supervisor and the needs of the department.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.25>
- <http://emory.hr.emory.edu/NewsandE.nsf/48b27e12ea76728185256bdf005460e6/481b51b619d2fe3685256bce0048>
(<http://Holiday Schedule>)

Contact Information

Subject	Contact	Phone	Email
Human Resources		404-727-7625	

Revision History

No previous versions of this policy were found.