



Policy 4.41 Holiday Premium

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
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Policy Details

Nonexempt employees who work on a holiday recognized by Emory will receive a premium in addition to their base **pay** rates and applicable shift differentials for each hour worked.

The holiday premium is equal to half the employee's hourly pay rate, resulting in the employee being paid time and a half for working on a holiday. For example, an employee who works the evening shift on a holiday would receive his/her base pay rate at a rate of time and a half, and the evening shift differential for the job (if eligible).

When the actual holiday falls on a Saturday or Sunday, Emory officially observes the holiday on a week day; however, holiday premium may be paid for hours worked on either the actual holiday or the day observed by Emory. The day on which holiday premium will be paid is determined by individual departments. If an employee works both days, he/she is eligible for holiday premium on only one of the two days.

In addition to the holiday premium, an employee who works on a day officially designated as an Emory holiday may either take off **hours equivalent to his/her full time equivalent status (FTE)** with pay at a later date or receive additional pay for these hours in lieu of taking the time off at a later date. **Employees**
who regularly work shifts of more than 8 hours and take the "holiday" at a later date receive 8 hours of holiday pay, and must use annual leave hours to be compensated for the remainder of the hours. **Any**
accrued holiday hours must be taken within one year of the holiday worked, scheduled with the supervisor's approval, paid at the regular base rate, and recorded as holiday hours.

Regular part-time employees will receive paid time off for holidays based on their FTE.

For example, if a part-time employee with a .60 FTE who is regularly scheduled to work eight hours on Monday, Wednesday and Friday is required to work on an official university holiday which falls on Monday, the employee will be paid his base pay rate and holiday premium for all hours worked on the holiday. The employee may also take off 4.8 hours (8 hours X .60 FTE) within the next year or receive 4.8 hours of holiday pay at the base rate plus any applicable shift differential.

If a part-time employee with a .60 FTE who is regularly scheduled to work eight hours on Monday, Wednesday and Friday is *not* required to work on an official university holiday that falls on Monday, the employee will receive 4.8 hours of holiday pay (8 hours X .60 FTE) at the base rate (and any applicable shift differential) and may submit the balance of time (3.2 hours) as vacation pay to equal eight hours.

If an official university holiday falls on Thursday, a part-time employee with a .60 FTE who is regularly scheduled to work eight hours on Monday, Wednesday, and Friday will receive 4.8 hours (8 hours X .60 FTE) of pay for the holiday at the base pay rate plus any applicable shift differential.

Holiday premium is paid for the following holidays:

- New Year's Eve and New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Day plus one other day determined by Emory

For most recognized holidays, employees are eligible to receive holiday premium pay for any hours they work between 11:00 pm the day before the holiday and 11:00 pm the day of the holiday.

For New Year's Eve and New Year's Day, employees are eligible to receive holiday premium pay for any **two** **shift s** they work between 3:00 pm on December **30** and 11:00 p.m. on January 1. The eligible hours may change when New Year's Day falls on a weekend.

For 12-hour night shifts beginning the night before a holiday, holiday premium is not earned for any of the shift unless an employee clocks in at 11pm or after the day before the holiday. If an employee clocks in on the actual holiday day, holiday premium is earned for the entire shift, even if it goes into the next day. Note that a 12-hour night shift beginning on Thanksgiving Day (and possibly Christmas Eve) will earn holiday premium because the following day is also an observed holiday.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.41>

Revision History

- Version Published on: Mar 30, 2007
- Version Published on: Mar 30, 2007 *(Holiday schedule @ font amended 05/07)*