Policy 4.25
Holidays

Responsible Official: VP for Human Resources
Administrating Division/Department: Leave Policies
Effective Date: February 25, 2013
Last Revision: March 05, 2013

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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 and temporary exempt employees. The FLSA does not permit employers to dock the salary of an exempt employee for holidays.

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 and the day after
- 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). An approved paid leave status would include prior approved vacation time, bereavement leave involving
an immediate family member as defined by that policy, jury duty, a verified medical emergency or a verified sick leave request.

A nonexempt employee is not eligible for holiday pay if s/he 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 s/he 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 s/he 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 or 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 with pay equivalent to the number of holiday hours for which s/he is eligible not to exceed 8 hours. 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 ten official holidays observed annually, floating holidays must be used per calendar year from January 1 to December 31 by eligible University employees.

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

Floating holidays are available at the beginning of each calendar year. Any employee hired on or before June 30 receives two floating holidays; an employee hired on or after July 1 receives one floating holiday.

Floating holidays may be used to cover full or partial-day absences. They must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may be paid out if not taken upon termination of employment.

**Requesting and Granting a Floating Holiday**

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Associate ER/OD</td>
<td>Sharmel Gonzalez</td>
<td>404-727-7625</td>
<td><a href="mailto:sgonza4@emory.edu">sgonza4@emory.edu</a></td>
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</tbody>
</table>

Revision History

- Version Published on: Jan 03, 2013
- Version Published on: Jan 03, 2013
- Version Published on: Oct 05, 2012
- Version Published on: Jun 22, 2012
- Version Published on: May 08, 2007 (Amended 5/8/07)

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