Policy 4.41
Holiday Premium for Nonexempt Staff

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision: April 29, 2016

Policy Sections:
I. Policy Details
II. Related Links
III. Contact Information
IV. Revision History

Policy Details

I. Definitions

(a) **Holiday.** The actual or observed day(s) listed in section II (b). An observed holiday is the day recognized by Emory University when the actual holiday falls on Saturday or Sunday.

II. Holiday Premium Eligibility

(a) Regular, benefits-eligible nonexempt staff required to work on a holiday shall be eligible to receive a holiday pay premium and holiday leave premium.

(b) Temporary staff and students that work on an observed holiday will be paid at their regular rate of pay.

(c) Holiday premium is paid to benefits-eligible nonexempt staff working on the following observed holidays:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day

7. Day after Thanksgiving

8. Christmas Eve

9. Christmas Day

10. New Year's Eve

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

III. Holiday Pay Premium

(a) Nonexempt employees who work on a holiday will receive a pay premium, in addition to their base pay rate and applicable shift differential, for each hour worked.

(b) The holiday pay 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 their base pay rate at a rate of time-and-a-half, plus any applicable shift differential, if eligible.

(c) The holiday pay premium may be paid for hours worked on either the actual holiday or the day observed by Emory. In the event an employee works on an actual holiday and the observed holiday, they are eligible for holiday pay premium on only one of the two days. If the department elects to pay holiday pay premium on the actual holiday, the holiday premium pay code (HPR) must be added to the employee’s time card by the supervisor or department timekeeper.

IV. Holiday Leave Premium

(a) In addition to the holiday pay premium, and with prior authorization from their respective business units, employees working on holidays are eligible for one of two options, but are required to notify their supervisor or department timekeeper of their choice within one year of the holiday worked:

1. Take time off with pay, equivalent to the number of hours worked on the holiday, at a later date; or

2. 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 elect to take hours off will receive 8 hours of holiday pay, and must use vacation leave hours to be compensated for the remainder of the hours.

Any accrued holiday leave premium must be taken within 1 year of the holiday worked, scheduled with the supervisor’s approval, paid at the regular base rate, and recorded as holiday hours (HOL) by the supervisor or department timekeeper.

V. Timing of Holiday Premiums

(a) Eligible employees shall receive holiday premiums for any hours worked between 11:00 p.m. the day before the holiday and 11:00 p.m. the day of the holiday (i.e. for shifts that begin the day before an observed holiday, holiday premiums are paid for time worked after 11:00 p.m.).

(b) If an employee begins his or her shift on an observed holiday, no holiday premium pay shall be paid for hours worked after 11:00 p.m., provided that the following day is also not an observed holiday.

(c) If an employee begins his or her shift on an observed holiday, holiday premiums shall be paid for the entire shift provided the following day is also an observed holiday. For example, if an eligible employee begins working on Thanksgiving Day, the employee 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
- http://policies.emory.edu/4.41

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director, Compensation</td>
<td>Debra Smith</td>
<td>404-727-7588</td>
<td><a href="mailto:dsmith6@emory.edu">dsmith6@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

- Version Published on: Jul 15, 2014
- Version Published on: Jul 15, 2014
- Version Published on: Feb 05, 2014
- Version Published on: Jun 20, 2007
- Version Published on: May 07, 2007 *(Holiday schedule @ font amended 05/07)*

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.