Policy 4.41
Holiday Premium for Nonexempt Staff

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.41 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Compensation
Effective Date: March 30, 2007
Last Revision: July 15, 2014

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 when the actual holiday falls on Saturday or Sunday.

II. Holiday Premium Eligibility

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

   (b) Holiday premium is paid for nonexempt staff working on the following ten 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 Day plus one other day determined by Emory
9. New Year's Eve
III. Holiday Cash Premium

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

(b) The holiday cash 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 cash 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 cash premium on only one of the two days.

IV. Holiday Leave Premium

(a) In addition to the holiday cash premium, an employee who works on a holiday may either:

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

2. Receive additional pay for these hours in lieu of taking the time off at a later date.

(b) 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 annual leave hours to be compensated for the remainder of the hours.

(c) 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 department timekeeper.

(d) Employees are allowed to choose either option (1) or (2) outlined in (a), and responsible for notifying the department timekeeper of the chosen option within the one year of the holiday worked.

V. Timing of Holiday Premiums

(a) Eligible employees shall receive both holiday premiums for any hours worked between 11:00 pm the day before the holiday, and 11:00 pm the day of the holiday.

(b) For New Year's Eve and New Year's Day, eligible employees shall receive holiday premiums for any two shifts they work between 3:00 pm on December 30 and 11:00 p.m. on January 1. The eligible hours will change if New Year's Day falls on a weekend.

(c) For 12-hour night shifts beginning the night before a holiday, holiday premiums are not earned for any of the shift unless an employee clocks in at 11:00 PM or after, the day before the holiday.

(d) If an employee clocks in on the actual holiday, holiday premiums are 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 premiums 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>Associate 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

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.