

<b>University Enterprises, Inc. Policies and Procedures</b>		<b>Policy No. 510</b>
<b>Section:</b>	Human Resources	
<b>Policy:</b>	Holidays	
<b>Revised Date:</b>	March 27, 2017	

## Holidays

### I. PURPOSE

To provide a paid time off benefit for recognition of traditional holidays.

### II. SCOPE

This policy applies to all Regular University Enterprises, Inc. (UEI) employees, as defined in Policy No. 010, regularly scheduled to work 30 hours or more per week. Employees working at the United States Geological Survey are not covered under this policy.

### III. POLICY

- A. All Regular employees are eligible for holiday pay.
- B. The University Enterprises, Inc. Executive Director will set a holiday schedule each year that will normally include a total of 13 paid holidays.
- C. If a holiday falls during an eligible employee's scheduled vacation, no vacation deduction will be made for the holiday.
- D. Holiday pay will be prorated (based on the hours worked in the week prior to the holiday) for regular employees who regularly work a predetermined schedule of at least 30 hours but less than 40 hours per payroll week.
- E. An employee who works on a scheduled holiday will receive credit for the hours worked (up to the applicable hours in #D) to be used at a later date. The scheduling of the Holiday Credit time off shall be by mutual agreement with the supervisor and the employee. UEI will apply Holiday Credit before applying accrued vacation time to any request for paid time off.
- F. An employee who is separated or not in paid status on the last scheduled workday preceding a holiday will not receive holiday pay.
- G. Personal Holiday: Non-exempt employees are entitled to one Personal Holiday per year (determined by the employees work schedule on January 1) which must be taken in increments of not less than 15 minutes. Exempt employees are entitled to one Personal Holiday per year, which must be taken in increments of not less than one working day. If the employee fails to take the Personal Holiday before the end of the calendar year, he or she will carry over the Personal Holiday to the next year and will not receive an additional personal holiday for that next year. The scheduling of the Personal Holiday time off shall be by mutual agreement with the supervisor and the employee.
- H. Unused holiday credit and personal holiday time will be paid to employees upon separation.

### V. RELATED POLICIES

- Policy No. 010      Definitions of Employment Status/Appointment Codes  
Policy No. 410      Timekeeping