## **University of St. Thomas Policies**

HOLIDAYS Policy Number: H.03.02

### **SCOPE**

All benefit-eligible staff and administrators.

#### **PURPOSE**

To determine University holidays and provide guidelines for the payment of paid time-off during holidays.

## POLICY/PROCEDURE

All benefit-eligible staff and administrators receive holiday pay.

The following days are recognized as University of St. Thomas paid holidays:

Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Recess
New Year's Day
Martin Luther King Day
Good Friday
Memorial Day

If a paid holiday falls during an employee's paid vacation or sick leave, the holiday will not be counted as vacation or sick leave taken.

Non-exempt employees who are required to work on a paid holiday will be paid at time and one-half their regular rate for hours worked and will receive regular pay for the holiday. Exempt employees who are required to work on a paid holiday will receive one day of vacation for each day worked and regular pay for the holiday.

Employees have to be actively at work or using paid vacation or sick leave before and after a holiday to receive holiday pay.

APPROVED: <u>Dr. Robert Ivany</u> Date: <u>September 1, 2010</u>

Effective Date: September 1, 2010

HOLIDAYS Policy Number: H.03.02

# **University of St. Thomas Policies**

Policy Area: Benefits
Policy Committee or Task Force: NA
Date of Formulation: NA
Revision Date: NA

Automatic Review Period: Every 3 Years, September

Next Review Period: September 2013

Title of Reviewer: AVPAS

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