

HOLIDAYS

I. SCOPE

All benefit-eligible staff and administrators.

II. PURPOSE

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

II. POLICY

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.

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Supersedes Policy No. 311 written 7/1/97