

University of St. Thomas Policies

HOLIDAYS

Policy Number: H.03.02

SCOPE

All full-time and part-time benefit-eligible staff and administrators.

PURPOSE

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

POLICY/PROCEDURE

All full-time and part-time benefit-eligible staff and administrators receive holiday pay.

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

- Independence Day
- Labor Day
- Thanksgiving Holiday
 - Wednesday before Thanksgiving Day
 - Thanksgiving Day
 - Friday after Thanksgiving Day
- Christmas Break
- New Year's Day
- Martin Luther King Day
- Holy Thursday (close at 12 noon)
- Good Friday
- Monday after Easter Sunday
- 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.

Official holidays are not reported on the non-exempt timesheet. Holiday hours are automatically included when payroll is processed.

Full-time employees (exempt and non-exempt staff and administrators) are compensated 8 hours for each day a holiday is observed by the University except Friday which is compensated at 7.5 hours. Benefit-eligible part-time employees (exempt and non-exempt staff and administrators) are compensated 6 hours for each day a holiday is observed by the University.

Non-exempt employees who are required to work on a paid holiday will be paid for the holiday plus any hours actually worked on the holiday. Overtime is paid only for those hours actually worked over 40 hours in the workweek. Holiday hours are not considered actual time worked.

Employees have to be actively at work or using paid vacation or sick leave before and after a holiday to receive holiday pay. Employees on Long-Term Disability or unpaid leave status will not receive holiday pay.

An employee who resigns or is terminated prior to the observance of a holiday is not paid for the holiday.

Policy Provision Applicable to the University Police Department

The University Police Department officially operates on a compressed 4-day, 10-hour per day schedule for police officers of any rank and dispatchers.

Holiday hours observed by this employee group will not be automatically captured by the payroll system. Timesheet approvers will be required to enter the holiday hours for each day the employee observes as a holiday. Timesheet approvers are to access the Elapsed Timesheet feature of the web clock and enter the holiday time and code on the appropriate work day. The hours are to be approved by the end of the workweek in which they are taken. These holiday hours are not considered actual time worked and are not included in overtime pay calculations. Unused holiday hours are not paid in lieu of termination if the employee resigns or terminates employment. The department manager is responsible for ensuring the holiday hours are correctly entered in the system in a timely and accurate manner. The accurate accounting of the holiday hours taken is the responsibility of the department manager and are subject to review by human resources and payroll.

APPROVED: Dr. Richard Ludwick

Date of Original Formation: 9/1/2010

Revision Date: 10/1/2019

HOLIDAYS

Policy Number: H.03.02