Policy 4.25

Holidays

Responsible Official: VP for Human Resources

Administering Division/Department: Leave Policies

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Overview

Applicability

Paid holiday leave is provided to regular employees and to rehired retirees who work at least 20 hours per workweek and temporary exempt employees. The FLSA does not permit employers to dock the salary of an exempt employee for holidays.

Policy Details
OFFICIAL SCHEDULE

The University observes the following holiday schedule:

- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving and the day after
- Christmas Eve
- Christmas
- New Year’s Eve
- Floating Holidays (2)

* See guidelines on floating holidays later in this policy.

The specific dates for the observance of official holidays will be announced each year.

The number of paid holiday leave hours are prorated for regular part-time employees based on standard hours worked.

HOLIDAY LEAVE PROVISIONS

Nonexempt Employees

To be eligible for paid holiday leave hours, a nonexempt employee must have worked or be in an approved paid leave status his/her entire last scheduled workday before and his/her entire first scheduled workday following the holiday(s). An approved paid leave status would include prior approved vacation time, bereavement leave involving an immediate family member as defined by that policy, jury duty, a verified medical emergency or a verified sick leave request.

A nonexempt employee is not eligible for holiday pay if s/he is on an authorized leave without pay when the holiday(s) occurs.

Holiday Premium Eligibility for Nonexempt Employees

- Regular, benefits-eligible nonexempt staff required to work on a holiday shall be eligible to receive a holiday pay premium and holiday leave premium.
- Temporary staff and students that work on an observed holiday will be paid at their regular rate of pay.
- Holiday premium is paid to benefits-eligible nonexempt staff working on observed holidays. Floating holidays are not considered observed holidays.

I. Holiday Pay Premium

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

b. The holiday pay 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 pay 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 pay premium on only one of the two days. If the department elects to pay holiday pay premium on the actual holiday, the holiday premium pay code (HPR) must be added to the employee’s time card by the supervisor or department timekeeper.

II. Holiday Leave Premium

a. In addition to the holiday pay premium, and with prior authorization from their respective business units, employees working on holidays are eligible for one of two options, but are required to notify their supervisor or department timekeeper of their choice within one year of the holiday worked:

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

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

d. 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 vacation leave hours to be compensated for the remainder of the hours.
e. 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 supervisor or department timekeeper.

III. Timing of Holiday Premiums

a. Eligible employees shall receive holiday premiums for any hours worked between 11:00 p.m. the day before the holiday and 11:00 p.m. the day of the holiday (i.e. for shifts that begin the day before an observed holiday, holiday premiums are paid for time worked after 11:00 p.m.).
b. If an employee begins his or her shift on an observed holiday, no holiday premium pay shall be paid for hours worked after 11:00 p.m., provided that the following day is also not an observed holiday.
c. If an employee begins his or her shift on an observed holiday, holiday premiums shall be paid for the entire shift provided the following day is also an observed holiday. For example, if an eligible employee begins working on Thanksgiving Day, the employee will earn holiday premium because the following day is also an observed holiday.

Exempt Employee

An exempt employee shall be eligible for holiday pay for an official holiday(s) if he/she is:

• At work for part or all of the workweek in which the holiday(s) occurs.
• Is on approved paid leave for the workweek in which the holiday(s) occur.
• An exempt employee shall not be eligible for holiday pay if s/he is on authorized leave without pay for the entire workweek in which the holiday is officially observed.

OBSERVANCE OF A HOLIDAY DURING AN APPROVED LEAVE

When a holiday is officially observed during an employee’s approved vacation leave or sick leave, the employee will receive holiday pay for the number of holiday hours for which s/he is eligible. Such hours will not be charged to the employee’s vacation leave or sick leave balances.

OBSERVANCE OF A HOLIDAY ON A SCHEDULED WORKDAY OR A SCHEDULED DAY OFF

When an employee is scheduled to work on an officially observed holiday, the employee shall receive the appropriate pay for the hours worked in addition to holiday premium pay or shall receive at a later date holiday hours off with pay equivalent to the number of holiday hours for which he/she is eligible. Such accrued holiday hours:

• Must be taken within 1 year following work on the official holiday or will otherwise be forfeited.
• Shall be paid at the employee’s regular base hourly rate.

When an official holiday(s) falls on an employee’s regularly scheduled day(s) off, the employee shall receive holiday hours at a later date with pay equivalent to the number of holiday hours for which s/he is eligible not to exceed 8 hours. Such accrued holiday hours shall be taken in accordance with the provisions stated above.

Compensation in lieu of taking accrued holiday hours shall be granted only when the employee separates from employment or changes to a status ineligible for holiday pay.

RECORDING OF HOLIDAYS

Holiday hours or accrued holiday hours taken during a night shift should be recorded either in TAS or on the timesheet on the calendar day on which the shift commences.

Employees scheduled to work on an official holiday will receive holiday premium pay in addition to his/her regular hourly rate of pay. Holiday hours for nonexempt employees are not added to the hours worked in the computation of overtime.

FLOATING HOLIDAYS

In addition to the ten official holidays observed annually, floating holidays must be used per calendar year from January 1 to December 31 by eligible University employees.

Floating holidays are prorated for regular part-time employees based on standard hours worked.

Floating holidays are available at the beginning of each calendar year. Any employee hired on or before June 30 receives two
floating holidays; an employee hired on or after July 1 receives one floating holiday.

Floating holidays may be used to cover full or partial-day absences. They must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may be paid out if not taken upon termination of employment.

**Requesting and Granting a Floating Holiday**

An eligible employee must submit a request in advance to the appropriate supervisor according to departmental procedures. A floating holiday(s) request is approved at the discretion of the supervisor and the needs of the department.

**Definitions**

N/A

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.25](http://policies.emory.edu/4.25)
- [http://emory.hr.emory.edu/NewsandE.nsf/48b27e12ea76728185256bdf005460e6/481b51b619d2fe3685256bce0048](http://emory.hr.emory.edu/NewsandE.nsf/48b27e12ea76728185256bdf005460e6/481b51b619d2fe3685256bce0048) (http://Holiday Schedule)

**Revision History**

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- Version Published on: Jan 03, 2013
- Version Published on: Oct 05, 2012
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