



<b>Policy:</b> Holidays	<b>Policy No:</b> I-4.10
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 6/04/2019
<b>Last Revised:</b> 06/04/2019	<b>Approved Date:</b> 10/30/2019

- I. **POLICY:** The University recognizes major holidays during the year as paid holidays for its regular, full-time employees.
  
- II. **PURPOSE:** This policy provides guidelines to provide regular staff employees with paid time off to recognize major holidays.
  
- III. **SCOPE:** All full-time staff employees of John Carroll University.
  
- IV. **DEFINITIONS:**
  - A. Paid Holiday:
    - 1. New Year’s Day
    - 2. Martin Luther King Day
    - 3. Holy Thursday Afternoon
    - 4. Good Friday
    - 5. Memorial Day
    - 6. Independence Day
    - 7. Labor Day
    - 8. Thanksgiving Day
    - 9. Day after Thanksgiving
    - 10. All workdays between the last workday before Christmas through the last workday before New Year’s Day
  
- V. **PROCEDURES:**
  - A. All full-time employees are eligible for holiday pay. Pay will be equal to the employee’s a standard workday of 7.5 or 8 hours of pay for each holiday off depending upon your employee classification.
  
  - B. To receive holiday pay, the employees must be in an active paid status and work the scheduled day before and after the holiday, unless they use pre-approved vacation or personal time. Exceptions for extenuating circumstances must be approved by the Division Vice President and the Office of Human Resources.

- C. Non-exempt employees who are required to work will be paid for time worked per their department's guidelines, or may receive alternate time off during the same work week, with the approval of Human Resources. Exempt employees who are required to work on a holiday will receive no additional compensation.
- D. Otherwise eligible employees shall not be paid for holidays occurring during a leave of absence without pay. Employees also shall not be paid for holidays occurring during excused unpaid absence or other absence without pay.
- E. Employees who work less than 12-months, do not receive holiday pay for holidays falling within their non-work period.
- F. Upon termination of employment, employees shall be paid for any holiday pay earned during the immediately preceding pay cycle.
- G. Paid Holidays that fall on a Sunday are generally observed on the following Monday. Recognized holidays that fall on a Saturday are generally observed on the preceding Friday.
- H. Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- I. Vacation and Personal time may be used by employees who desire to observe a personal or religious holiday that is not listed as a University's paid holiday, provided the time off does not pose an undue hardship to the University. Human Resources must be consulted in situations when a department is not able to accommodate a request for time off due to religious purposes.

## **VI. CROSS REFERENCES:**

General Leaves Policy

Compressed Work Week Policy