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4.400 Hours of Work and Leave (Human Resources)

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June 2014

4.413 Holidays

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Holidays Policy 4.413	
Human Resource Policies		Effective date: June 2, 2014	
Policy History:	Approved by:	Resolution #	Date:
Approved	Board of Governors	6.7.97:18	June 7, 1997
Revised	Chancellor	N/A	May 1, 2012
Revised	Chancellor	N/A	May 29, 2014
Revised (Non-substantive)	Office of University Counsel	N/A	May 16, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Chief Human Resources Officer	937-769-1375	All Employees, Except employees in a recognized bargaining unit

I. Introduction and Purpose

Antioch University (“AU” or the “University”) has established this policy to specify holidays and compensation guidelines for regular benefited University employees. This policy does not apply to employees in a recognized bargaining unit where the collective bargaining contract supersedes this policy.

II. Policy

Each year the Chancellor (or designee) announces the dates on which the University holidays are observed. When a holiday falls on a Saturday, the preceding Friday is ordinarily observed as the holiday. When a holiday falls on a Sunday, the holiday is ordinarily observed the following Monday.

The University recognizes the following holidays for observance each year for which eligible employees are entitled to be paid as set forth below:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Friday
- Winter Break as annually announced (typically all business days between December 24 and December 31).

III. Guidelines

A. Eligibility for Holiday Pay

1. All regular employees who are regularly scheduled to work 30 hours or more per week in active pay status are eligible for paid holidays on their first day of employment with AU.
2. To be eligible for holiday pay, employees must actually work, or be on an approved paid vacation, both the day before and the day after the holiday. Any holiday that falls within a period of an employee's approved vacation will be recorded as holiday time, not to exceed the employee's normal hours of work on the day on which the holiday falls; vacation leave allowances will not be charged for the holiday.
3. Employees are not eligible for holiday pay while on any of the following forms of leave or benefits either the day before or the day after the holiday:
 - a) Paid sick or injury leave approved under the Paid Sick Days Policy, 4.415 or any other form of paid leave, such as leave permitted under the Bereavement Leave Policy, 4.425 and Court and Jury Duty Policy 4.427. If the employee is on an approved paid leave both the day before and the day after the holiday, and provided he or she has sufficient paid leave available, the holiday will be paid but charged to the employee's paid leave allowances under the appropriate policy.
 - b) Family and medical leaves (FMLA), whether covered by paid leave benefits or disability insurance benefits or not. If the employee is on an approved FMLA absence both the day before and the day after the holiday, the holiday will be charged to the employee's FMLA entitlements;

- c) California family leaves (CFRA), whether covered by paid leave benefits or disability insurance or not. If the employee is on an approved CFRA absence both the day before the day after the holiday, the holiday will be charged to the employee's CFRA entitlements.
- d) Pregnancy disability leave, (PDL), whether covered by paid leave benefits or disability insurance or not. If the employee is on an approved PDL absence both the day before and the day after the holiday, the holiday will be charged to the employee's PDL entitlements under federal or state laws;
- e) Worker's compensation leave whether covered for worker's compensation wage loss benefits or not.
- f) Short-term Disability Leave benefits provided for under the University's STD Benefits Policy, 4.717;
- g) Long-term Disability Leave benefits provided for under the University's LTD Benefits policy, 4.719;
- h) Any other form of unpaid leave including, without limitation, any leave granted as Discretionary Leave under policy 4.423, or as an accommodation under Policy 4.107 pursuant to the Americans with Disabilities Act or similar state laws, (collectively referred to as "ADA leave");

B. Holiday Compensation

1. Regular full-time employees are paid at their regular rate for time not worked on the holidays identified above.
2. Regular part-time employees are paid at their regular hourly rate for time not worked on holidays as identified above according to the average hours worked the preceding week of the given holiday, (**i.e. total weekly hours worked** divided by 5) to come up with the number of paid hours per holiday.
3. Holiday pay does not count as "hours worked" for purposes of overtime pay calculations for non-exempt employees.

C. Compressed Work Weeks or Flexible Schedules

During a week in which a paid holiday(s) occurs, regular full-time employees on an approved FWA (compressed work week or flexible schedule), will receive holiday pay based on the number of hours that employee is normally scheduled to work that day. For example, if a holiday falls on Monday and the employee's compressed workweek schedule calls for him to work 10 hours on Monday, then the employee shall receive 10 hours of holiday pay. If the employee is scheduled to work only 5 hours, then the employee shall receive only 5 hours of holiday pay. If the employee is not scheduled to work at all on that

day, then the employee is entitled to a different day off (usually the day before or the day after the holiday).

D. Working on a University Holiday

Some functions may need to be staffed during specific holidays. Unit heads will decide if a specific area must be open on a given holiday and will determine the staff coverage and hours necessary.

1. Non-exempt employees required to work on a University holiday shall take equivalent time off on a mutually convenient day approved by the supervisor.
2. Exempt employees required to work on a University holiday shall take equivalent time off on a mutually convenient day approved by the supervisor.

E. Holidays Not Observed & Religious Accommodation

Employees wishing to observe religious holidays in addition to those recognized by the University, may request to take the additional time as , vacation, or unpaid absence. The University will accommodate religious holy day observance as required by law.

F. Reporting

1. Unit heads and supervisors are responsible for managing the use of holiday pay for specific holidays as outlined above.
2. Non-exempt (hourly) employees shall record the use of holiday time using the holiday earnings code on the timesheet.
3. Exempt (salaried) employees shall record the use of holiday time on the monthly leave usage report submitted to Payroll.

Policy Cross References

Reasonable Accommodation for Disability	Policy # 4.107
Hours of Work and Attendance	Policy # 4.401
Flexible and Alternative Schedules	Policy # 4.403
Paid Sick Days	Policy # 4.415
Family and Medical Leave	Policy # 4.419
Discretionary Leave	Policy # 4.423
Bereavement Leave	Policy # 4.425
Court and Jury Leave	Policy # 4.427
Short-term Disability and Pregnancy Disability Benefits	Policy # 4.717
Long-term Disability Benefits	Policy # 4.719