Holidays

PA/SS 10.2

Revised April 6, 2010

Click here for current year's list of holidays.

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Observed university holidays

1. The university observes the following nine holidays and closes all offices except where continuous service is essential.

   New Year’s Day   Labor Day
   Martin Luther King Day   Thanksgiving Day
   Campus Holiday   Friday after Thanksgiving
   Memorial Day   Christmas Day
   Independence Day

2. The Campus Holiday accrues on March 1 of each year.

3. Only the Board of Trustees or the president of the university may grant special holidays other than the nine listed above.

B. Campus Holiday

Campus Holiday is either a “floating” holiday or a day designated by the president at the Bloomington campus and the chancellors at the other campuses. On campuses that treat the holiday as a “floating” holiday, Campus Holiday is available to use on or after March 1.

C. Religious holidays

1. Departments should consider making reasonable accommodations in the work schedules of staff who want time off to observe a bona fide religious holiday that is not in the above list. Supervisors may allow staff to take time off without pay or rearrange their schedule to make up for missed work time.
a. Professional staff can use accumulated paid time off (PTO) to cover the absence from work. Professional staff eligible for overtime may also use compensatory time.

b. Support and Service staff can use accrued vacation, compensatory time, or income protection time.

D. When IU observes holidays

1. If a legal holiday falls on a Sunday, IU observes the holiday on the Monday immediately following.

2. If a legal holiday falls on a Saturday, IU observes the holiday on the Friday immediately preceding the holiday.

3. Staff who work in a seven-day operation observe the holiday on the nationally recognized day.

E. Eligibility for paid holidays

1. To receive holiday pay, employees must meet both of the following criteria:
   a. Be on appointment (50% FTE or greater) on or prior to a holiday (on or prior to March 1 for the Campus Holiday)
   b. Be in Active Status (Employee Status “A” in HRMS) or on a Partial Leave of Absence with a reduced FTE (Employee Status “P” in HRMS) on the day on which the University observes the holiday (March 1 for the Campus Holiday).

2. Staff in the following Employee Status categories in HRMS on the day that the University observes the holiday do not receive pay for the holiday:
   a. Leave of Absence (L); a 30 day or more absence without pay under the LOA policy
   b. Temporary Reduction in Force (W); called a Short Work Break in HRMS
   c. Terminated (T), Retired (R), or Deceased (D)

3. Staff who are appointed on a day following a holiday do not receive pay for the holiday.

4. Staff who return from a leave of absence on a day following a holiday do not receive pay for the holiday.

5. All holidays are defined as 8 hours in length. The amount of holiday time an employee will receive depends on their FTE (full-time receives 8 hours and part-time receives a prorated number of hours).
   a. Employees who work alternative work schedules, such as four ten-hour days, will receive 8 hours of pay for a holiday. In this example, Support and Service Staff and PAO or PAU employees are required to cover the other 2 hours missed with time off benefits, make up the time within the same work week with supervisory approval, or take the time off without pay. PAE employees are required to cover the other 2 hours missed with time off benefits or adjust the work schedule such as working a regular schedule during the week of the holiday with supervisory approval.

6. If an employee does not work on the holiday, the current holiday must be used for that day. A previously accrued holiday or other paid time off can not be used in lieu of the current holiday.

F. Pay when Professional Staff work on observed holidays

1. When Professional Staff work on a holiday, they receive equivalent time off.
a. Professional Staff employees who are not eligible for overtime (PAE) receive time off at a later point on a day-for-day basis, regardless of the number of hours worked on the holiday.

b. Professional Staff employees who are eligible for overtime (PAO and PAU) receive time off at a later point equal to the actual time worked on the holiday, up to 8 hours. If the employee works a partial holiday, the portion not worked is considered time off and is charged to Holiday hours.

2. Time off accrued for working on a holiday should be taken at the convenience of the department. Departments should consider the employee’s preference.

3. Departments cannot give time off for a holiday in advance of the date on which the holiday falls.

4. PAO and PAU Professional Staff must take the time off by the end of the last full pay period in December of the next year or they lose it. PAE Professional Staff must take the time off by the end of December of the next calendar year or they lose it.

G. Pay when Support and Service Staff work on observed holidays

1. Support and Service Staff who work on the Friday after Thanksgiving, or Martin Luther King, Jr. Day, receive regular pay plus equivalent time off up to 8 hours.

2. Support and Service Staff who work on any of the other university-observed holidays, including the Campus Holiday if it has been designated as a specific date on the campus, receive a total of 20 hours of compensation, either as:

   a. Payment at the regular pay up to 8 hours plus pay or time off at time and one-half, or

   b. Payment at time and one-half the regular pay plus up to 8 hours of time off at the regular pay.

   c. It is management's decision as to which method is used. The chief executive officer of the campus may determine if the decision will be made at a campus, Responsibility Center, or departmental level.

3. Time off accrued for working on a holiday should be taken at the convenience of the department. Departments should consider the employee’s preference.

4. Departments cannot give time off for a holiday in advance of the date on which the holiday falls.

5. Support and Service Staff must take the time off by the end of the last full pay period in December of the next year or they lose it.