Policies for Police Service Staff Employees
Represented by AFSCME Police Local 683 at Bloomington, IUPUI, Northwest, South Bend, and Southeast

Holidays

Effective: July 1, 2012
Last Updated: July 1, 2012

Responsible University Office: University Human Resources

Responsible University Administrator: Senior Vice President and Chief Financial Officer

Policy Contact: University Human Resources

A. Scope

This policy applies to all Police Service Staff employees at Bloomington, IUPUI, Northwest, South Bend, and Southeast.

B. Policy Statement

1. The university observes these nine holidays and closes all offices except where continuous service is essential.
   a. New Year's Day
   b. Martin Luther King Day
   c. Campus Holiday
   d. Memorial Day
   e. Independence Day
   f. Labor Day
   g. Thanksgiving Day
   h. Friday after Thanksgiving
   i. Christmas Day
2. The Campus Holiday accrues on March 1 of each year.

3. Special holidays other than these may be granted only by action of the Board of Trustees or the president of the university.

4. For religious holidays not included in the nine mentioned above, reasonable accommodation to bona fide religious observances and practices should be made in work scheduling. The use of Income Protection Time may be considered when absence from the work schedule is regarded as necessary to attend religious services.

5. Each holiday is considered to be eight hours for full-time appointed staff and is a lesser amount, as prorated by FTE, for part-time appointed staff.

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 cannot be used in lieu of the current holiday.

7. Time off for a holiday cannot be given in advance of the date on which the holiday falls.

C. Procedures

1. To be eligible to receive pay for a university holiday, an employee must meet both of the criteria listed below:
   a. Be on appointment of 50 percent FTE or greater on or prior to the 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. Employees appointed or returning from a leave of absence on the day following a holiday do not receive pay for the holiday.

4. Appointments should not be made effective for the day on which a holiday is observed. This does not apply to the March 1 accrual date for the Campus Holiday.

5. Employees who work alternative work schedules, such as four ten hour days, will receive eight hours of pay for a holiday. In this example, Staff are required to cover the other two 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.

6. When holidays are observed
a. If a legal holiday falls on a Sunday, the holiday is observed on the Monday immediately following.
b. If a legal holiday falls on a Saturday, the holiday is observed on the Friday immediately preceding.
c. The Campus Holiday may be a floating holiday or set on a designated date, according to local campus option. The president at the Bloomington campus and the chancellors at the other campuses shall determine whether the Campus Holiday shall be observed by all campus employees on a date designated by the chancellor or shall be a "floating" holiday that may be observed at the employee's option provided prior approval is obtained and the employees shall be notified of the determination.
d. Employees who are scheduled off on the day on which the University observes a holiday, but who are scheduled to work on the day on which the legal holiday falls, will have the day on which the legal holiday falls as the premium paid day. If an employee is scheduled to work both days, the day on which the legal holiday falls will be the premium paid day.
e. An employee whose regular day off is both the observed and the legal holiday, will receive eight (8) hours off with pay at a mutually agreeable date except that it must be used by the end of the last full pay period in December of the next year and is not paid if not used.

7. Compensation when observed holidays are worked:
   a. When it is necessary for employees to work on a holiday, the following principles are applicable.
      i. Excluding a floating Campus Holiday, Martin Luther King Day, and the Friday After Thanksgiving, Staff, in addition to their regular pay, receive time off at a time and one-half rate, or are paid at time and one half rate. The decision on payment or time off is left with the department head. The total compensation for working a full 8 hours on a holiday other than the three listed below is 20 hours.
      
      ii. A floating Campus Holiday, Martin Luther King Day, and Friday After Thanksgiving are not premium days for pay purposes. Any employee required to work on any of these days, in addition to their regular pay, will receive either an equivalent amount of time off or pay up to 8 hours.

         1. In twenty-four hour, seven-day week operations (Central Heating Plant at Bloomington), the department head will have the option of time off or pay. In all other areas, the choice of time off or pay is the employee's.

         2. The total compensation for working a full 8 hours on one of these three holidays is 16 hours.

      iii. Time off accrued for working on a holiday should be taken on a date mutually agreeable between the employee and the supervisor and must be used by the end of the last full pay period in December of the next year and is not paid if not used.

      iv. At IUPUI, in a seven day operation, when the holiday falls on a Sunday, Staff receive Holiday pay plus Sunday premium.

D. Sanctions
Managers, supervisors, and employees who violate this policy are subject to corrective action, up to and including separation.

E. Web Address for this Policy

hr.iu.edu/policies/police/smc/holidays.html