Holidays

CWA 12.5

Effective date
Revised October 9, 2009

Employees covered by this policy
This policy applies to all Support Staff at IU Bloomington and Northwest.

Click here for current year's list of holidays.

A. Observed university holidays

1. The university observes the holidays listed below and closes all offices except where continuous service is essential. Eligible employees are excused from work and receive pay for these days.
   a. New Year's Day
   b. Martin Luther King, Jr. 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.

B. Other holidays

1. Only the Board of Trustees or the president of the university may grant special holidays other than those mentioned above.

2. Departments are encouraged to reasonably accommodate an employee's request to observe a bona fide religious observance or practice not included in the list above by one of the following methods:
   a. Changing the employee's work schedule
   b. Permitting the employee to take accrued time off, which can include vacation time, income protection time, and compensatory time, subject to the usage guidelines of the respective time off policy
C. When holidays are observed

1. If a legal holiday falls on a Sunday, the holiday is observed on the Monday immediately following the holiday.

2. If a legal holiday falls on a Saturday, the holiday is observed on the Friday immediately preceding the holiday.

3. An employee who is scheduled off on the day on which the university observes a holiday, but who works on the day on which the legal holiday falls, will receive additional pay or time off for the day worked. This provision is subject to the provisions in Section E. below.

4. An employee who is scheduled to work on both the university-observed holiday and the day on which the legal holiday falls will receive additional pay or time off for the legal holiday.

5. 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. The hours must be used by the end of the last full pay period in December of the next year or they are lost.

6. The Campus Holiday is a "floating" holiday that may be taken on or after March 1 of each year-on a workday of the employee's choice-provided the employee has prior supervisory approval. The Campus Holiday must be taken by the end of the last full pay period of the following year or it is lost.

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

D. Eligibility and pay for holidays

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 (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).
      i. New employees appointed on the day following a holiday do not receive pay for the holiday.
      ii. Existing employees returning from a leave of absence on the day following a holiday do not receive pay for the 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. Each holiday is eight hours for full-time appointed employees and is a lesser amount, as prorated by FTE, for part-time appointed employees.
4. 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.

5. For information regarding terminal pay for holidays, refer to **Policy 13.4, Separation Pay**.

E. Pay or time off for worked holidays

1. When it is necessary for an **appointed employee** to work on a holiday, it is at the discretion of the department as to whether the employee receives either additional pay or time off.
   
a. Employees required to work on a holiday (see exceptions below) receive their regular pay and additional pay or time off at a rate of one and one-half (prorated by **FTE** for part-time staff).
   
i. The above provision excludes the Campus Holiday, Martin Luther King Day, and the Friday After Thanksgiving.
   
b. Employees required to work on the Campus Holiday, Martin Luther King, Jr. Day or Friday after Thanksgiving receive their regular pay and an additional eight (8) hours of pay or time off (prorated by FTE for part-time staff).

2. Employees who receive time off as compensation for a worked holiday must do the following:
   
a. Select a time-off date that is mutually agreeable with the supervisor and which does not create an undue hardship on the department.
   
b. Use the time off by the end of the last full pay period of the following year or it is lost.