

# Oklahoma State University Policy and Procedures

<b>UNIVERSITY HOLIDAYS</b>	<b>3-0709 ADMINISTRATION &amp; FINANCE September 2017</b>
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## PURPOSE

- 1.01 Uniformly observed holidays are an integral part of benefits for University staff.
- 1.02 This policy specifies holidays and pay provisions which are to be observed by all departments and divisions of the Oklahoma State University System.

## SCOPE

- 2.01 This policy applies to all OSU campuses and any other locations where business of the University is conducted.
- A. Cooperative Extension offices, research stations, or other offices located in county buildings or at distant locations where offices are closed according to state or federal official holiday schedule may choose to follow the University observed holidays or the holidays observed at their location. The choice will apply for all holidays observed by the selected guideline at that location and may not be a combination of guidelines.
  - B. Facilities where functions or other essential activities cannot be discontinued without adversely affecting services to students and the public and/or where local conditions necessitate a separate holiday schedule may choose to modify the holiday schedule provided the selected schedule does not decrease the total number of holidays.
  - C. Any exceptions to the official University holiday schedule including those specified in sections 2.01A and 2.01B above must be approved by the appropriate vice president and notice of substitute approved holidays filed with the Office of University Human Resources. Any exception will apply to all employees at that location.
- 2.02 Pay provisions of this policy are applicable to staff employees with continuous assignments of at least six months and equivalent time worked of 0.50 full-time-equivalency (FTE). No time off with pay is accorded student employees, part-time employees of less than 0.50 FTE, or temporary employees with the exception of exempt employees.

## POLICIES AND PROCEDURES

### 3.01 Official University Holiday Schedule

- A. Official University holidays are as follows:

New Year's Day (January 1)  
Martin Luther King, Jr., Day (third Monday in January)  
Memorial Day (last Monday in May)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Thanksgiving Day (fourth Thursday in November)  
Friday following Thanksgiving  
Christmas Eve (December 24)  
Christmas Day (December 25)  
Three additional workdays

- B. Each year prior to October 15, a committee of two representatives from Faculty Council and two representatives from Staff Advisory Council will meet with the Vice President for Administration and Finance, or their designee, to verify the holiday schedule for the next fiscal year and make recommendations for the following two fiscal years. Schedules will be distributed to the campus no later than January 1.
- C. If the University holiday is not a regularly scheduled work day of an employee, the regularly scheduled work day nearest the holiday will be selected as a day off with pay. In the event no single regularly scheduled work day is closest to the holiday, a determination of the day off with pay will be made by the department head one week prior to the holiday and all affected employees so notified.
- D. Official holidays are observed through closing all offices and facilities. Essential activities can be continued as determined by mission.
- E. The President, OSU, may designate any other workday as a holiday.

### 3.02 Holiday Pay

- A. Staff employees with continuous regular appointments of at least six months and 0.50 FTE will be eligible for holiday leave (time off with pay).
- B. Holiday pay for nonexempt employees or employees paid on an hourly basis is calculated based on the straight-time pay rate in effect on the date of the holiday times the FTE of the employee assignment. For example, an employee with a .75 FTE would receive 6 hours of holiday pay.
- C. If the employee works an approved flex schedule, the unit administrator will adjust the work schedule to ensure that the employee is able to work the assigned FTE during

the week of the holiday. If this is not possible, the employee may use other appropriate accrued leave to account for the remaining assigned hours.

Example: An employee with an assigned FTE of 1.0 works a flexible schedule that allows him/her to work 10-hour days. The employee will be paid for 8 hours of holiday pay at his/her regular hourly wage and will use two hours of annual leave or comp leave, as appropriate, to cover the remainder of his/her schedule.

- D. Exempt employees will be paid in proportion to their assigned FTE at the rate in effect on the date of the holiday.
- E. Holidays are paid as holidays and are not chargeable to other forms of leave. When holidays occur during periods when staff members are on approved leave of absences with pay, the day of the holiday will be charged as a holiday. Holiday pay is not granted when the holiday immediately precedes the first day of employment, is adjacent to or is surrounded by a leave without pay, is the first or last day of an absence without pay, or occurs immediately before, during, or immediately following terminal annual leave.
- F. Holiday pay at the end of the calendar year will be granted employees with an official OSU retirement date of December 31 of the same year.
- G. Holiday pay does not count as hours worked for the purposes of determining overtime.

### 3.03 Work on a Holiday

- A. The unit administrator should make a special effort to avoid assigning work to be performed on a University holiday.
- B. If it becomes necessary for a nonexempt employee or an employee paid on an hourly basis to work on a holiday other than Thanksgiving or December 25, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay.

Example: An employee with 1.0 assigned FTE is required to work four hours on Memorial Day Holiday. He/she will receive eight hours of holiday pay at straight time. He/she will also receive four hours of pay for time worked at the straight time wage, unless the employee is in overtime status for the week (reference Policy #3-0742, Timekeeping and Overtime).

- C. If it becomes necessary for a nonexempt employee or an employee paid on an hourly basis to work on Thanksgiving or December 25, the employee will receive compensation for each hour worked at the rate of time-and-one-half for each hour worked in addition to holiday pay.

Example: An employee with assigned FTE of 1.0 is required to work four hours on Thanksgiving Day. He/she will receive eight hours of holiday pay at straight time.

He/she will also receive four hours of pay for time worked at the premium overtime rate of one and one-half for each hour totaling six hours of pay in this scenario. If the employee is in overtime status for the week, overtime payment requirements for the hours worked on the holiday have been met (reference Policy #3-0742, Timekeeping and Overtime).

- D. Additional compensation for hours worked on a holiday may be paid by payroll warrant or accrued as compensatory leave at the discretion of the unit administrator.
- E. Exempt employees may receive comparable time off for work performed on a holiday.

#### 3.04 Religious Holidays

- A. OSU will provide reasonable accommodation for employees who request time-off to observe religious holidays on regularly scheduled work days.
- B. To avoid disruption to normal work schedules, employees must request leave in writing to the department head at least one week in advance.
- C. Employees will use annual leave, compensatory leave, or personal leave without pay for the time requested.
- D. Time off will be granted unless such leave would cause undue hardship to the department.

3.05 Oklahoma State University reserves the right to change this Policy and Procedure or any portion thereof at any time.

3.06 This policy replaces applicable portions of 3-0705 Attendance and Leave for Classified Staff adopted July 1, 1970, with latest revision October 1988, and 3-0725 Attendance and Leave for Administrative/Professional Staff adopted September 1972 with latest revision October 1988, and the prior policy dated November 1993.

Approved: November 2003

Revised: April 2010

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