



Approved By	Approval Date	Effective Date	Related ISU Policies
<b>Diann McKee</b> <b>Senior Vice President for</b> <b>Finance &amp;</b> <b>Admin/Treasurer</b>			Policy 520 Holidays

## PROCEDURES RELATED TO ADMINISTRATION OF PAY DURING UNIVERSITY HOLIDAYS

### **PURPOSE:**

The University calendar includes official federally recognized holidays. In addition, the president of the University may authorize other days when the University may be closed. The following procedures govern pay calculations including how non-exempt staff should report time during these periods.

### **PROCEDURES:**

1. Winter recess guidelines and pay procedures take precedence over holiday guidelines and policies.
2. A holiday shall be from midnight to midnight and will apply to the entire shift which actually begins on the holiday. For purposes of this policy, a holiday is determined to be 7.5 hours for eligible full-time staff (8 hours for those on forty-hour work weeks). For regular part-time support staff members, holiday pay will be pro-rated according to the employee's regular work schedule.
3. To be eligible to receive holiday pay, employees must have worked the last regularly scheduled workday before and the first regularly scheduled workday after the holiday, unless in approved pay status.
4. An eligible employee who is required to work a University designated holiday shall be paid, in addition to the regular holiday pay, at one and one-half times the regular rate of pay for each hour of work performed on the holiday. Holiday pay will be paid at the base hourly rate for the usual scheduled work hours up to 8.0 hours. A holiday is counted as a day worked for the purpose of computing overtime.
5. An employee whose day off falls on a holiday may receive an extra day's pay at the base hourly rate or request another day off with pay (does not apply during Winter Recess). Such day off will generally be granted within the same or following pay period and will not be considered in determining overtime pay. Holidays which fall within an employee's paid vacation do not count as a day of vacation leave.

6. An employee who is regularly scheduled to work on a holiday, but who calls in sick will not be charged a sick day, but rather will receive the holiday pay. An employee who must leave work on a holiday because of an illness shall be paid the holiday pay plus time and one-half for those hours actually worked. No sick time will be charged.

Review / Approval	Date	Details
Diann McKee	March 2, 2022	