

## **HOLIDAYS**

The following are holidays observed by all departments, schools and divisions of the University by closing all offices in which functions can be discontinued without adversely affecting their services to the public: New Year's Day; Martin Luther King's Birthday; Memorial Day; Independence Day; Labor Day; Thanksgiving (to be announced by the Office of the President); Christmas (to be announced by the Office of the President.)

When continuous operations of the university require some departments to be scheduled to work on days otherwise recognized as holidays, these employees will be granted an equal amount of time off with pay on a date (within 90 days following the holiday) mutually agreed to by the employee and all approving supervisors. Employees on an unpaid leave of absence are not entitled to holiday pay. If exempt employees do work on these holidays, however, they will receive no additional compensation.

In order for non-exempt employees to be paid for a holiday, they must be in pay status for both the work day preceding and the work day following the holiday. When a holiday falls on a day that a non-exempt employee is normally scheduled to work, he/she will not be required to work that day and will be paid the regular number of hours he/she would otherwise have been scheduled to work on that day. When a holiday falls on a non-exempt employee's day off, the employee will be excused from a regularly scheduled work day within the next three consecutive pay periods and will receive his or her regular rate of pay for hours regularly worked on that day. Normally, a holiday occurring at the beginning, at the end, or within an employee's paid leave period shall not be charged as a day of leave.

A schedule of holiday closings of University Offices and facilities will be developed by the Office of the President for each year and will depend upon the day on which the actual holiday occurs. Days prior to and after the holiday will also be considered by the Office of the President, consistent with the school year calendar approved by the Governing Board of Regents.

A non-exempt employee's failure to record his or her time in a prompt, accurate and regular manner and/or an employee's negligent or intentional falsification of time or leave records are serious offenses. A non-exempt employee who engages in such conduct will be disciplined up to and including termination of employment.