



Policy

Title:	University Recognized Holidays
Effective Date:	May 15, 2017
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	
Related Documents: Collective Bargaining Agreements for Local 1776 and Local 511	

I. PURPOSE

Salus University schedules operations for eligible employees to celebrate specific national holidays. Doing so provides additional opportunities for rest and enhances the total compensation provided to employees.

II. DEFINITIONS

N/A

III. POLICY

The University recognizes 12 holidays each calendar year to celebrate designated national holidays.

Holidays falling on a Saturday are normally observed on the preceding Friday, those falling on Sunday are observed on the following Monday. Pay for a holiday is not considered hours worked for the purpose of computing overtime.

The University provides paid time off to eligible employees on the following holidays:

- | | |
|--------------------------------|------------------------|
| New Year's Eve | July 4th |
| New Year's Day | Labor Day |
| Martin Luther King Day | Thanksgiving Day |
| Spring Break (2 days in April) | Day after Thanksgiving |
| Memorial Day | Christmas Eve |
| | Christmas Day |

The specific dates for the observance of official University holidays will be announced by the Office of Human Resources at the beginning of each calendar year. The University reserves the right to modify, add or delete Holidays.

IV. PROCEDURE

Eligibility

Employees are eligible to receive holiday pay as long as the holiday falls on a day that the employee would have normally been scheduled to work. Employees will be paid for the holiday provided the employee works their entire scheduled work day immediately preceding and their entire scheduled work day following the holiday, except for an absence approved by the University.

An employee is not eligible to receive holiday pay while (a) out of work on paid or unpaid leave, (b) in lay-off status or (c) while receiving Long-Term disability payments.

Payment for Holidays

Payment for a holiday is based on an employee's normally scheduled work day (e.g. 7 or 8 hours for full time employees) and as prorated by FTE, for part-time employees who work less than 7 hours per day.

A holiday that falls within an employee's scheduled vacation will not count as a vacation day.

When a holiday falls on a benefit-eligible employee's regular day off, the holiday is normally granted on the work day immediately preceding or following the employee's regular day off. The holiday may be granted, by mutual agreement between the employee and his or her supervisor, to be used at another time within ninety (90) days of the original holiday date.

Due to operational needs, some employees may be required to work on University holidays. Non-exempt administrative employees who may be required to work on a holiday will be paid straight time for all time worked on the holiday in addition to the Holiday pay noted above. Non-exempt employees who are members of a bargaining unit are to refer to the applicable collective bargaining agreement for payment of holiday and worked time.

Consideration shall be given to employees wishing to take leave for religious observances not recognized as University holidays. This time off can be taken as vacation leave or personal time and should not be denied to employees unless it creates undue hardship within a department.

Appointments and terminations should not be made effective for the day on which a holiday is observed.