

Holidays Policy

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SECTION I. PURPOSE

This policy describes the University's practice for providing paid holiday leave.

SECTION II. SCOPE AND APPLICABILITY

All regular full-time and part-time hourly/salaried employees (staff/faculty) and term appointments are eligible for paid holidays. Eligibility begins on the first day of employment. Temporary, on-call, and student workers are not eligible to be paid for the University holidays or the floating holiday. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. GUIDELINES

A. Observed Holidays

The University observes the following twelve holidays each fiscal year and provides one floating holiday to be used at your discretion with supervisor approval. Click [HERE](#) to locate a specific fiscal year calendar.

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

B. Administration of Holiday Pay

- Holiday pay is prorated based on FTE (full-time equivalency).
- Holiday pay is generally no more than eight hours per workday.
- Employees shall request use of the floating holiday in the same manner in which they request PLT or vacation. Use of the floating holiday on a particular day is subject to approval by the supervisor.

- Non-exempt (i.e., hourly) employees are eligible to use the floating holiday following 90 days of employment with advance approval by their supervisor.
- Employees who do not use their floating holiday by the end of the fiscal year (June 30) will lose the floating holiday.
- Paid Leave Time (PLT), or another form of compensation, cannot be used in lieu of holiday pay.
- Employees shall not receive holiday pay if they were absent the workday before or after the holiday and the absence was not approved in advance (i.e. calling in absent the day before a holiday after being denied a PLT request).
- Employees shall not receive holiday pay when he or she is on an approved disability leave of absence unless the holiday falls during the benefit-waiting period.
- Non-traditional work schedules are handled case-by-case and the University strives to ensure that the employees' pay is kept whole.

For questions regarding the guidelines, contact the [Benefits Office](#) at benefits@stthomas.edu or 651-962-6520.

For questions regarding timekeeping, contact Payroll at PAYROLL@stthomas.edu or 651-962-6805.