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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 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. HOLIDAY SCHEDULE AND ADMINISTRATION

A. Observed Holidays

The University observes the following fourteen holidays each fiscal year. Click [HERE](#) to locate a specific fiscal year calendar.

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

B. Floating Holiday

The University provides one paid floating holiday each fiscal year. The floating holiday is to be used at the employee's discretion with supervisor approval.

- Floating holidays do not carry over and are lost if not used by the end of the fiscal year (June 30).

- Exempt (i.e., salaried) employees are eligible to use the floating holiday on the first day of employment.
- Non-exempt (i.e., hourly) employees are eligible to use the floating holiday following 90 days of employment with advance approval by their supervisor.

C. Administration of Observed and Floating Holiday Pay

- Observed holidays that fall on Saturday or Sunday are generally recognized by the University on the preceding Friday or following Monday.
- Holiday pay is prorated based on full-time equivalency (FTE).
- Holiday pay is no more than eight hours per workday.
- 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 observed holiday and the absence was not approved in advance.
- Employees shall not receive holiday pay when on an approved 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 holiday schedule and administration, contact the [Benefits Office](mailto:benefits@stthomas.edu) at benefits@stthomas.edu or 651-962-6520.

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

The University reserves the right to modify or change its policies without notice.