



## **Holiday and Holiday Pay**

The University recognizes the following holidays for regular, full-time employees. Other time taken by the employee must be with the approval of the department head concerned and deducted from accrued leave or time will be recorded as leave of absence without pay.

Juneteenth  
Fourth of July  
Labor Day  
Thanksgiving (two days)  
Christmas Eve  
Christmas Day  
New Year's Day  
Martin Luther King Observance  
Easter Recess (two days)  
Memorial Day

### **Special Notes:**

1. In the event services are required on the above holidays, the employee will be paid at the rate of double time for hours worked only.
2. When a holiday occurs within an employee's vacation period, the employee is entitled to an additional day off, which is to be taken immediately prior to or following the vacation leave.
3. Employees entitled to receive holiday pay must have worked both the full scheduled workday before and the next full scheduled workday after the holiday unless excused by the supervisor. Employees who are absent due to death or illness in the immediate family, jury duty, or illness confirmed in writing by a doctor's statement, will be entitled to holiday pay provided the employee has worked sometime in the week in which the holiday occurs.