

HOLIDAY LEAVE

PURPOSE: To provide full time staff members with the added benefit of time-off with pay to celebrate certain holidays recognized by the University.

POLICY: The University will establish a list of holidays on an annual basis that will be paid time-off for all full-time employees.

DATE APPROVED: July 7, 1999

REVISED: July 1, 2010; September 1, 2007

PRACTICES & PROCEDURES:

I. Holiday Schedule

- A. Each year the Director of Human Resources will propose and present for approval a holiday schedule for the next academic year.
- B. The approved holiday schedules will be distributed during the month of May each year and will cover the period September 1 through August 31 of the following calendar year.
- C. The Professional and Graduate Studies (GPS) Centers remain open on some of the University's normally scheduled holidays. GPS staff who are required to work during a normally scheduled holiday will be issued a floating holiday.
 1. Once accrued, GPS Floating holidays may be taken at any time during the Academic Year (September 1 through August 31).
 2. Floating holidays must be scheduled in advance and approved by the supervisor.
 3. Employees will forfeit any floating holidays accumulated during the Academic Year and not used on or before August 31st.

II. Holiday Pay - Rindge staff members who are designated by their supervisor as an essential employee may be scheduled to work on a holiday.

- A. Exempt employees will receive a floating holiday, if approved in advance by their supervisor. This floating holiday must be used within the month it is earned.
- B. Non-exempt staff members will be paid at their straight time rate for all hours worked on that day. In addition, those staff members required to work will receive a floating holiday.
 1. Any holiday schedule alteration must be requested by the Supervisor and pre-approved by the Human Resources Manager.

III. Termination Pay. Any terminating employee will be paid for any accrued time resulting from floating holidays earned, but not yet taken prior to termination. All such days shall be paid as eight (8) hour days.

IV. Recording Holidays – Non Exempt

- A. Non-exempt employees are required to record all holiday hours.
- B. Holidays must be taken in full day increments.
- C. Employees, who are using a holiday when time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.

V. Recording Holidays –Exempt

- A. Exempt employees are required to record all floating holidays weekly.
- B. Holidays must be used in full day increments.
- C. Employees, who are using a holiday when their monthly time sheets are due, must complete their time sheets and submit them electronically to their supervisor prior to their departure.