1.0 POLICY

The Institute provides the following 12 holidays:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The Institute designates two other holidays on the annual holiday schedule. The remaining day, a personal holiday, may be taken at a time designated by the employee with the advance approval of his/her supervisor.

2.0 ELIGIBILITY

2.1 Holiday pay applies only to regular benefit based employees and benefit based temporary employees who work a regular schedule of twenty or more hours per week.

2.2 The following employees are not eligible for holiday pay:

2.2.1 Temporary employees of less than four (4) months or employees who work only during year-end holiday periods are not eligible to receive pay for holidays occurring during these periods.

2.2.2 Employees who are scheduled to work fewer than twenty (20) hours a week and whose work hours are increased during year-end holiday periods.

2.2.3 Employees who are on an unpaid leave of absence are not eligible to receive holiday pay during his/her leave of absence.

2.3 Employees who are scheduled to work twenty (20) hours or more a week and whose work hours are increased during a holiday week or weeks will receive partial holiday pay (for each holiday in the work week) in proportion to the regularly scheduled hours of the last preceding non-holiday week. NOTE: Divisions and departments are responsible for notifying Human Resources when there is an increase to their employee’s scheduled hours.
3.0 PERSONAL HOLIDAY

The annual personal holiday is intended for use by employees for personal reasons such as religious observances, birthdays, and so forth. This holiday:

3.1 Must be scheduled in advance by the employee subject to the approval of the supervisor.

3.2 Is limited to one day per calendar year and shall be paid based on the percentage of the employee’s full time equivalent¹ schedule. Employees are encouraged to schedule and use personal holiday before any vacation time is used.

3.3 At the end of the calendar year, an unused personal holiday will be transferred into the employee’s vacation account to the extent permitted by the Institute’s Vacation policy, PM 15-2.

4.0 HOLIDAY OBSERVANCE

4.1 When a holiday falls on Sunday, it will typically be observed on the following Monday. When a holiday falls on Saturday, it will typically be observed on the preceding Friday, but in either case, only one day will be considered a holiday.

4.2 When a holiday falls within the time granted for vacation or other leave with pay, the day will still be considered a holiday and will not be charged against the employee’s vacation or other paid leave time.

5.0 PAYMENT PROCEDURES FOR NON-EXEMPT EMPLOYEES

5.1 Payment for holidays:

5.1.1 Payment for holidays will be made for the day’s regularly scheduled number of hours at straight time, not to exceed eight. Paid holidays will be considered as days worked in computing overtime.

5.1.2 If an observed Institute holiday occurs on an employee’s scheduled day off, the holiday should be observed on a scheduled work day during the same pay period.

5.1.3 If taking an alternative day off is not possible as mentioned above, the employee will be paid straight-time hours based on the employee’s full time equivalent¹ schedule.

5.2 Payment for time worked on holidays:

5.2.1 Time worked on a paid holiday will be paid at time and one-half for the first twelve (12) hours worked, plus holiday pay at straight time. For occasional employees, time worked on a holiday will be treated as a standard work day.

5.2.2 An employee will only be paid holiday pay when his/her shift starts on a holiday. Shifts that begin on a regular day and continue past midnight to a holiday will still be paid as a standard work day.

5.2.3 Time worked on a paid holiday that is the employee’s regularly scheduled second day off will be paid at double time, plus the regular holiday pay at straight time.

5.2.4 Time worked on a holiday must be reported using the timekeeping method normally used to report the employee’s time (see the Institute’s Employee Timekeeping policy, PM 11-3).

¹ Full time equivalent means scheduled weekly hours divided by five business days.
6.0 PAYMENT PROCEDURES FOR EXEMPT EMPLOYEES

6.1 On an observed Institute holiday, eligible exempt employees shall receive a day off with regular holiday pay for that day.

6.2 If an observed Institute holiday occurs on an employee’s scheduled day off, the holiday should be observed on a scheduled work day during the same pay period.

6.2.1 If taking an alternative day off is not possible as mentioned above, the employee will be paid straight-time hours based on the employee’s full time equivalent1 schedule.

7.0 EMPLOYEES WHO TERMINATE

7.1 Employees who terminate will be paid for all hours worked through the last day worked. Holidays falling after the last day worked will not be paid with the exception that if the employee is laid off and the last day worked immediately precedes a holiday within the workweek.

8.0 EXCEPTIONS

Any exception to this policy requires the approval of the Associate Vice President for Human Resources or designee.