



# Holidays Policy 6.20

## Office of Human Resources

Applies to: Faculty and staff

### POLICY

Issued: 10/01/1973

Revised: 06/01/2002

Edited: 09/06/2002

The University observes the following holidays:

- New Years Day, January 1
- Martin Luther King Day, third Monday in January
- Memorial Day, observed the last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Veterans Day, November 11
- Thanksgiving Day, fourth Thursday in November
- Columbus Day, observed the day after Thanksgiving
- Presidents Day, observed the last work day before Christmas Day<sup>1</sup>
- Christmas Day, December 25<sup>1</sup>

Holidays that occur on Saturday are observed on the preceding Friday.

Holidays that occur on Sunday are observed on the following Monday.

<sup>1</sup> When December 25 occurs on Thursday, Presidents' Day will be observed on Friday, December 26.

When December 25 occurs on Sunday, Christmas Day and Presidents' Day will be observed the following Monday and Tuesday.

### POLICY GUIDELINES

#### I. Definitions

- A. Holiday benefit pay is defined as pay received for holidays observed by the University, whether or not the holiday is worked. Holiday benefit pay is calculated at the base rate of pay.
- B. Holiday premium pay is defined as additional pay of one and one-half multiplied times the base rate of pay multiplied times the number of hours worked on the holiday. This pertains to non-exempt employees only. Employees have the option of taking compensatory time. Holiday premium pay (compensation for hours actually worked on a holiday) will be used to offset any amounts earned as overtime during the week in which the holiday premium pay is earned.

#### II. Eligibility

- A. To receive holiday benefit pay, employees must be in an active pay status on the regularly scheduled workday immediately preceding the holiday.
- B. Employees do not receive holiday benefit pay during an unpaid leave of absence.



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- C. Starting dates, promotion/transfer dates, and return-to-work dates will not occur on a holiday for non-exempt staff.
- D. Employees are not charged sick or vacation leave for holidays that occur during a period of paid sick leave or vacation leave.

### III. Holiday Benefit Pay

- A. At no time will employees receive greater than eight hours of holiday benefit pay, regardless of schedule.
- B. Employees whose work schedule is other than Monday through Friday are eligible for holiday benefit pay for the holidays observed on their day off. Those employees on flexible schedules may have adjustments made to their schedules during holiday weeks at the discretion of their department.
- C. Holiday benefit pay for full-time employees is equal to an employee's regular rate of pay up to a maximum of eight hours regardless of work schedule, including employees on an alternative work schedule.
- D. Holiday benefit pay for part-time employees will be either the employee's percentage of appointment multiplied times eight hours or the number of hours the employee would normally be scheduled to work on that holiday, whichever is greater.
- E. Holiday benefit pay applies to temporary employees in the same manner as full-time or part-time regular employees.
- F. Intermittent employees are not eligible for holiday benefit pay. If intermittent employees work on a holiday, they receive holiday premium pay.

### PROCEDURE

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For information regarding procedures, contact the Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#).

### RESOURCES

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#### For consultation:

- Office of Human Resources, [Organization and Human Resource Consulting \(OHRC\)](#)  
(614) 292-2800, [ohrc@hr.osu.edu](mailto:ohrc@hr.osu.edu)

#### For more information:

- OSU Holiday Calendar [hr.osu.edu/payroll/holidays](http://hr.osu.edu/payroll/holidays)
- Frequently Asked Questions [hr.osu.edu/hrpubs/holiday620faq.pdf](http://hr.osu.edu/hrpubs/holiday620faq.pdf)