

## Oklahoma State University Policy and Procedures

<b>UNIVERSITY HOLIDAYS</b>	<b>3-0709 ADMINISTRATION &amp; FINANCE August 2021</b>
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### **POLICY**

1.01 Uniformly observed holidays are an integral part of benefits for University staff.

1.02 This policy specifies holidays and pay provisions which are to be observed by all departments and divisions of the Oklahoma State University System.

### **SCOPE**

2.01 This policy applies to all OSU campuses and any other locations where business of the University is conducted.

- A. Cooperative Extension offices, research stations, or other offices located in county buildings or at distant locations where offices are closed according to state or federal official holiday schedule may choose to follow the University observed holidays or the holidays observed at their location. The choice will apply for all holidays observed by the selected guideline at said location and may not be a combination of guidelines.
- B. Facilities where functions or other essential activities cannot be discontinued without adversely affecting services to students and the public and/or where local conditions necessitate a separate holiday schedule may choose to modify the holiday schedule provided the selected schedule does not decrease the total number of holidays.
- C. Any exceptions to the official University holiday schedule, including substitution of holidays, must be approved by the appropriate vice president and filed with University Human Resources. Any exception will apply to all employees at said location.

2.02 Pay provisions of this policy are applicable to staff employees with continuous, regular assignments of at least six months and equivalent time worked of 0.50 full-time-equivalency (FTE). Time off with pay is not provided to student employees, part-time employees of less than 0.50 FTE, and temporary employees with the exception of exempt employees.

## **PROCEDURE**

### 3.01 Official University Holiday Schedule

#### A. Official University holidays are as follows:

New Year's Day (January 1)  
Martin Luther King, Jr., Day (third Monday in January)  
Memorial Day (last Monday in May)  
Juneteenth (June 19)  
Independence Day (July 4)  
Labor Day (first Monday in September)  
Thanksgiving Day (fourth Thursday in November)  
Friday following Thanksgiving Day  
Christmas Eve (December 24)  
Christmas Day (December 25)  
Three additional workdays

B. A committee of two representatives from Faculty Council and two representatives from Staff Advisory Council will meet annually with the Vice President of Administration and Finance, or their designee, to verify the holiday schedule for the next fiscal year and make recommendations for the following two fiscal years. Schedules will be communicated to the campus no later than January 1 of the following year.

C. If the University holiday is not a regularly scheduled workday of an employee, the regularly scheduled workday nearest the holiday will be selected as a day off with pay. In the event no single regularly scheduled workday is closest to the holiday, a determination of the day off with pay will be made by the unit administrator one week prior to the holiday and all affected employees so notified.

D. Official holidays are observed through closing all offices and facilities. Essential activities can be continued as determined by mission.

E. The President of the OSU System may designate any other workday as a holiday.

### 4.01 Holiday Pay

A. Staff employees with continuous, regular appointments of at least six months and 0.50 FTE will be eligible for holiday leave (time off with pay).

B. Holiday pay for non-exempt employees is calculated based on the straight-time pay rate in effect on the date of the holiday times the FTE of the employee's assignment. For example, an employee with a .75 FTE would receive six hours of holiday pay.

C. If the employee works an approved flex schedule, the unit administrator will adjust the work schedule to ensure the employee is able to work the assigned FTE during the week of the holiday. If this is not possible, the employee may use other

appropriate accrued leave to account for the remaining assigned hours.

Example: An employee with an assigned FTE of 1.0 works a flexible schedule which allows them to work 10-hour days. The employee will be paid for eight hours of holiday pay at their regular hourly wage and will use two hours of annual leave or compensatory leave, as appropriate, to cover the remainder of their schedule.

- D. Exempt employees will be paid in proportion to their assigned FTE at the rate in effect on the date of the holiday.
- E. If holidays occur during periods when staff members are on approved leave (i.e., sick leave or annual leave), the day of the holiday will be paid as holiday leave.
- F. Holiday pay is not granted in the following circumstances:
  - 1. When the holiday immediately precedes the first day of employment.
  - 2. When the holiday is adjacent to a leave without pay.
  - 3. When the holiday is the first or last day of an absence without pay.
  - 4. When the holiday occurs immediately before, during, or immediately following terminal annual leave.
- G. Holiday pay at the end of the calendar year will be granted to employees with an official OSU retirement date of December 31 of the same year.
- H. Holiday pay does not count as hours worked for the purposes of determining overtime.

#### 5.01 Work on a Holiday

- A. The unit administrator should make a special effort to avoid assigning work to be performed on a University holiday.
- B. If it becomes necessary for a non-exempt employee to work on a holiday other than Thanksgiving Day or December 25, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay.

Example: An employee with 1.0 FTE is required to work four hours on Memorial Day holiday. They will receive eight hours of holiday pay at straight time. They will also receive four hours of pay for time worked at the straight time wage unless the employee is in overtime status for the week.
- C. If it becomes necessary for a non-exempt employee to work on Thanksgiving Day or December 25, the employee will receive compensation for each hour worked at the rate of time-and-one-half for each hour worked in addition to holiday pay.

Example: An employee with 1.0 FTE is required to work four hours on Thanksgiving Day. They will receive eight hours of holiday pay at straight time. They will also receive four hours of pay for time

worked at the overtime rate of one and one-half for each hour totaling six hours of pay in this scenario.

- D. Additional compensation for hours worked on a holiday may be paid or accrued as compensatory leave at the discretion of the unit administrator.
- E. Exempt employees may receive comparable time off for work performed on a holiday.

#### 6.01 Religious Holidays

- A. OSU will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled workdays.
- B. To avoid disruption to normal work schedules, employees must request leave in writing to the unit administrator at least one week in advance.
- C. Employees will use annual leave, compensatory leave, or leave without pay for the time requested.
- D. Time off will be granted unless such leave would cause undue hardship to the department.

7.01 Oklahoma State University reserves the right to change this Policy and Procedure or any portion thereof at any time.

8.01 This policy replaces applicable portions of 3-0705 Attendance and Leave for Classified Staff adopted July 1, 1970, with latest revision October 1988, and 3-0725 Attendance and Leave for Administrative/Professional Staff adopted September 1972 with latest revision October 1988, and the prior policy dated November 1993.

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Council of Deans, September 2021

E-Team, October 2021

Board of Regents, October 2021