

## HOLIDAYS AND HOLIDAY PREMIUM PAY

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### **SUMMARY**

To describe the University's policy with respect to paid holidays and related pay practices.

Note that holiday schedules and pay practices below apply to Reynolda Campus only, since Graylyn and Reynolda House employees are covered under separate facility-specific guidelines.

### **STANDARD HOLIDAY SCHEDULE**

University employees normally observe the following holidays, although these are subject to change at the discretion of the University:

- New Year's Day
- Martin Luther King's Birthday / Human Rights Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving (Two Days)
- Winter Holiday (Minimum of Five Days)

The specific dates for the observation of holidays will be announced each year by Human Resources, but Department Heads are allowed flexibility in designating different dates for their departments. Any adjustments should be reviewed with Human Resources in advance. Observation of different dates should equate to the same amount of time as the announced dates.

Paid holiday leave is provided to all staff who are regularly scheduled (budgeted) to work 1000 or more hours annually, but such leave is not considered as hours worked for any purpose.

The number of paid holiday leave hours are pro-rated for regular part-time employees based on the individual's full time equivalency (FTE).

Staff hired to work less than 1000 hours annually do not receive paid holidays.

### **ADMINISTRATION**

Staff members on a leave of absence are not eligible for holiday pay.

A holiday or weekend day normally will not be reported as a hire or termination date unless the employee is in work status that day.

A holiday is equal to one workday for all employees except those working in excess of eight hours on a regular workday. For those employees whose regular workday is in excess of eight

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hours, the holiday benefit in excess of eight hours will be charged against the employee's vacation or personal leave. Part-time regular employees receive holidays on a prorated basis determined by the full-time equivalency (FTE). Supervisors have the option of adjusting an employee's work schedule for a week in which a holiday occurs. Example: During the annual November observance of Thanksgiving, the University schedules a Thursday and Friday holiday period. An employee working a varied work schedule of ten hours each day Monday through Thursday will receive 8 hours off with pay for each of those two days. The employee may, depending on the needs of the department, make up 2 hours of work that will be missed on Thursday due to the fact that only 8 of the regular hours on Thursday are covered by the holiday, take 2 hours of PTO, or take 2 unpaid hours.

If a holiday falls on a day of the week when an employee is not scheduled to work, the employee will be considered to have taken the holiday.

### **HOLIDAY PREMIUM PAY FOR NON-EXEMPT/HOURLY EMPLOYEES**

Full-time regular and introductory non-exempt/hourly staff who are required to work on holidays designated by WFU will be paid, in addition to regular holiday pay, 1.5 times their base hourly rate for such hours worked on these days.

If the holiday (e.g. New Year's Day, Independence Day, Christmas Day) falls on a Saturday or Sunday, and the employee is required to work, the employee will be compensated at the premium rate of 1.5 times the regular hourly rate.

Part-time regular employees are eligible for holiday premium pay on a pro-rated basis, based on the employee's scheduled hours.

Temporary employees are not eligible for holiday premium pay.

### **OVERTIME FOR NON-EXEMPT/HOURLY EMPLOYEES**

Holiday premium pay is paid in addition to any overtime payment due. Overtime pay will be calculated using the regular hourly rate of pay.

Holiday hours are excluded as time worked in the computation of overtime.

### **TIME OFF FOR HOLIDAYS WORKED**

Equal time off (not to exceed 8 hours), at the mutual convenience of the employee and the supervisor, will be given if regular and introductory exempt employees are required to work on a holiday.

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Equal time off (not to exceed 8 hours), at the mutual convenience of the employee and the supervisor, may be given if regular and introductory non-exempt/hourly employees are required to work on a holiday. The alternative holiday is to be taken within the same week that the holiday occurs. The alternative holiday is treated as an “offset” for the holiday time reported for the day of the designated holiday, and therefore is reported as “Leave Without Pay” (LWOP) on the time and attendance report.