



Applies to: Faculty and staff

(Staff who are members of a bargaining unit and are covered by a collective bargaining agreement are included in this policy. However, when this policy conflicts with specific terms in the applicable collective bargaining agreement, the language in the collective bargaining agreement will prevail.)

**Responsible Office**

**Office of Human Resources**

**POLICY**

Issued: 10/01/1973

Revised: 05/23/2022 (minor revision)

The university observes eleven holidays per year.

**Purpose of the Policy**

To provide eligible employees guidance on the university’s holiday benefit and its administration.

**Definitions**

Term	Definition
Common start date	A starting date for employment, which aligns with the start of the bi-weekly pay period. (The schedule may be adjusted during high volume times, and additional dates may be added as necessary, for example, at the start of autumn semester.)
Full-time equivalency (FTE)	The percentage of full-time (40 hours per work week) hours worked during the period covered by a given position (for example, 10% full-time equivalency [FTE] equals four hours of work per work week).
Holiday benefit pay	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.
Holiday premium pay	Pay received for hours actually worked on a holiday premium pay date. Holiday premium pay is available for nonexempt staff only and is calculated at one and one-half times the base rate of pay.
Unit	College or administrative unit.

**Policy Details**

I. Observed Holidays Table

A. The following table lists the holidays observed by the university, as well as the corresponding **holiday benefit pay dates** and **holiday premium pay dates**.

Observed Holiday	Holiday Benefit Pay Date (exceptions explained in I.B-E below)	Holiday Premium Pay Date
New Year’s Day	January 1	January 1
Martin Luther King Day	Third Monday in January	Third Monday in January
Memorial Day	Last Monday in May	Last Monday in May
Juneteenth	June 19	June 19
Independence Day	July 4	July 4
Labor Day	First Monday in September	First Monday in September
Veterans Day	November 11	November 11
Thanksgiving Day	Fourth Thursday in November	Fourth Thursday in November
Columbus Day	Friday after Thanksgiving	Friday after Thanksgiving
Presidents’ Day	December 24	December 24
Christmas Day	December 25	December 25



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- B. In the event a holiday benefit pay date occurs on a Saturday, the holiday benefit pay will be paid on the preceding Friday.
- C. In the event a holiday benefit pay date occurs on a Sunday, the holiday benefit pay will be paid on the following Monday.
- D. When December 25 occurs on a Saturday, Presidents' Day will be observed on December 23.
- E. When December 25 occurs on a Monday, Presidents' Day will be observed on December 26.

II. Eligibility for Holiday Benefit Pay

- A. Employees must receive paid time during the week that includes a holiday to receive holiday benefit pay.
- B. Starting dates for nonexempt staff must not be scheduled on a holiday benefit pay date. If a **common start date** is scheduled to occur on holiday benefit pay date, the start date will be adjusted accordingly.
- C. Employees are not charged paid time off for a holiday benefit pay date when it occurs during a period of paid time off. See the [Paid Time Off 6.27 policy](#).
- D. Employees in regular, seasonal, temporary, and term positions are eligible for holiday benefit pay.
- E. Intermittent employees are ineligible for holiday benefit pay. See the [Staff Employment 4.20 policy](#) for position definitions.
- F. Student employees are ineligible for holiday benefit pay. See the [Student Employment 10.10 policy](#).

III. Holiday Benefit Pay

- A. At no time will employees receive more than eight hours of holiday benefit pay, regardless of schedule.
- B. Holiday benefit pay for eligible full-time employees is equal to an employee's **full-time equivalency (FTE)** multiplied by eight hours.
- C. Holiday benefit pay for employees whose work schedule is less than 40 hours per week will be either the employee's FTE multiplied by eight hours or by the number of hours the employee would normally be scheduled to work on that holiday, whichever is greater.
- D. Employees may have adjustments made to their schedules during holiday weeks at the discretion of their department.

IV. Holiday Premium Pay

- A. Nonexempt full time employees who work on a holiday premium pay date will receive holiday premium pay. Employees have the option of electing compensatory time.
- B. Nonexempt employees whose work schedule is less than 40 hours per week and who work on a holiday premium pay date will receive holiday premium pay.
- C. Nonexempt intermittent employees who work on a holiday premium pay date will receive holiday premium pay.

## PROCEDURE

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Issued: 10/01/1973

Revised: 12/20/2020

- I. The Annual Holiday Calendar
  - A. Employee and Labor Relations will determine the holiday calendar and consult with **units** on this policy.
- II. Implementation
  - A. Each unit must ensure the accuracy of timekeeping data to correctly provide staff with holiday benefit pay and/or holiday premium pay.



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**Responsibilities**

Position or Office	Responsibilities
Employee and Labor Relations	1. Determine the holiday calendar. 2. Consult with units on this policy.
Unit	Enter timekeeping data accurately.

**Resources**

University Policies, [policies.osu.edu](https://policies.osu.edu)  
 Paid Time Off 6.27, [hr.osu.edu/wp-content/uploads/policy627.pdf](https://hr.osu.edu/wp-content/uploads/policy627.pdf)  
 Staff Employment 4.20, [hr.osu.edu/wp-content/uploads/policy420.pdf](https://hr.osu.edu/wp-content/uploads/policy420.pdf)

Additional Guidance

Frequently Asked Questions, [hr.osu.edu/public/documents/policy/resources/620faq.pdf](https://hr.osu.edu/public/documents/policy/resources/620faq.pdf)  
 Holiday Calendar, [busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule](https://busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule)  
 HR Holiday Calendar 2024-2035, [hr.osu.edu/public/documents/policy/resources/620calendar.pdf](https://hr.osu.edu/public/documents/policy/resources/620calendar.pdf)

**Contacts**

Subject	Office	Telephone	E-mail/URL
Payroll questions	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>
Policy questions	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>

**History**

Issued:	10/01/1973	
Revised:	10/01/1980	
Revised:	07/01/1985	
Revised:	09/28/1994	
Edited:	10/31/1997	
Edited:	12/31/1999	
Revised:	06/01/2002	
Edited:	09/06/2002	
Revised:	12/01/2011	
Edited:	12/10/2013	
Edited:	04/15/2014	
Revised:	12/20/2020	Reflects material revision approved by President's Cabinet and subsequent minor revision addressing holiday premium pay and inserting HR Connection in the Contacts section
Revised:	08/16/2021	Minor revision
Revised:	05/23/2022	Minor revision
Edited:	02/19/2024	