Holidays, 6.20

University Policy

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: 12/20/2020

The university observes ten holidays per year.

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

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common start date</td>
<td>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.)</td>
</tr>
<tr>
<td>Full-time equivalency (FTE)</td>
<td>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).</td>
</tr>
<tr>
<td>Holiday benefit pay</td>
<td>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.</td>
</tr>
<tr>
<td>Holiday premium pay</td>
<td>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.</td>
</tr>
<tr>
<td>Unit</td>
<td>College or administrative unit.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Observed Holiday</th>
<th>Holiday Benefit Pay Date (exceptions explained in I.B E below)</th>
<th>Holiday Premium Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Third Monday in January</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
<td>First Monday in September</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>November 11</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Fourth Thursday in November</td>
<td>Fourth Thursday in November</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>Friday after Thanksgiving</td>
<td>Friday after Thanksgiving</td>
</tr>
<tr>
<td>Presidents’ Day</td>
<td>December 24</td>
<td>December 24</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>December 25</td>
<td>December 25</td>
</tr>
</tbody>
</table>
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. Full-time and part-time 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 part-time employees 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 employees who work on a holiday premium pay date will receive holiday premium pay of one and one-half times the base rate of pay multiplied by the number of hours worked. Employees have the option of electing compensatory time.
B. Nonexempt part time employees will receive holiday premium pay if they work on a holiday premium pay date.
C. Nonexempt intermittent employees will receive holiday premium pay if they work on a holiday premium pay date.

PROCEDURE
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.
Holidays, 6.20

University Policy

Applies to: Faculty and staff

Responsibilities

<table>
<thead>
<tr>
<th>Position or Office</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee and Labor Relations</td>
<td>1. Determine the holiday calendar.</td>
</tr>
<tr>
<td></td>
<td>2. Consult with units on this policy.</td>
</tr>
<tr>
<td>Unit</td>
<td>Enter timekeeping data accurately.</td>
</tr>
</tbody>
</table>

Resources

University Policies, policies.osu.edu
  Paid Time Off 6.27, hr.osu.edu/wp-content/uploads/policy627.pdf
  Staff Employment 4.20, hr.osu.edu/wp-content/uploads/policy420.pdf

Additional Guidance
  Holiday Calendar, busfin.osu.edu/buy-schedule-travel/payroll/paydate-schedule

Contacts

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