

Holidays, 6.20 Policy Revision

Summary of Changes

Policy Effective December 20, 2020

Current [Holidays, 6.20](#).

Summary of Substantive Changes

- Removed active pay status as criteria for receiving holiday benefit pay. Employees will be eligible for holiday benefit pay if they receive paid time in a week that includes a holiday.

Individual Substantive Changes

Policy (Page 1)

- No substantial changes. (Policy, p. 1)

Definitions (Page 1)

- Adds definition: full-time equivalency to make the policy language consistent with the Staff Employment Policy. (Definitions, p. 1)

Policy Details (Pages 1-2)

- Deleted reference to active paid status and clarified that an employee must receive paid time during a week that includes a holiday in order to receive holiday benefit pay. (Policy Details II.A, p. 2)
- Added language that nonexempt staff starting dates must not be scheduled on a holiday benefit pay date, and if a university common start date has been scheduled to coincide with a holiday benefit pay date the common start date will be adjusted accordingly. (Policy Details II.B, p. 2)
- Removed language referring to prohibition of a promotion/transfer, termination/retirement and return to work date occurring on a holiday benefit pay date or a holiday premium pay date for nonexempt staff. This language was no longer necessary after the removal of the requirement that an employee be in active pay status to be eligible for holiday benefit pay. Based on the implementation of university common start dates, the language is either inapplicable as in the case of a promotion/transfer, or it could not occur. (Policy Details, p. 2)
- Revised the language to reflect that employees are not charged "time off" for holidays that occur during a paid time off period. (Policy Details II.C, p. 2)
- Added language that those in seasonal positions are eligible for holiday pay, which reflects current interpretation, and ensures consistent application throughout the university. (Policy Details II.D, p. 2)
- Added language that student employees are ineligible for holiday pay. (Policy Details II.F, p. 2)
- Re-formatted the policy to ensure that it is accessible.

Procedure (Pages 2-3)

- Added Sections regarding the Annual Holiday Calendar and Implementation of the Holiday Policy. (Procedure I & II, pp. 2-3)

Responsibilities (Page 3)

- Updates the table to reflect the responsibilities of offices or positions as required by the policy.

(Continued on page 2)



THE OHIO STATE UNIVERSITY
HUMAN RESOURCES



Resources (Page 3)

- Lists all resources referred to in the policy.

Contacts (Page 3)

- Lists all offices referred to in the policy and their contact information.