**Holidays**

Currently, Benefited Employees who work a twelve-month schedule are eligible for fourteen paid holidays per year. The schedule includes a personal holiday which employees may take at their discretion, but which must be used by the end of the calendar year, at a time arranged with one’s supervisor. Unless the Foundation establishes otherwise, the remaining thirteen holidays will coincide with the calendar of holidays published by the University. When the published calendar of holidays has reschedule legal holidays to be observed at another time (e.g., between Christmas and New Year’s Day), the revised date becomes the official date of the holiday. Project Directors may, at their discretion, modify the holiday schedule in order to meet the requirements of a particular project; but year-round employees will still be allotted a total of fourteen holidays for each year of full-time service. If an employee should be asked to work on a scheduled holiday, the supervisor will schedule the holiday on another day or in some instances may pay the holiday time.

Benefited Employees who work less than twelve months per year are paid for holidays which fall during the periods they are schedule to work, or are off work but on paid time (i.e., vacation or sick leave). Newly Benefited employees (including new hires) will be eligible for the number of holidays that, according to the published schedule, are observed subsequent to their date of hire to full benefits status. For example, an employee approved to receive holiday benefits effective November 1, will be eligible for all holidays scheduled to be observed subsequent to that date.

Holiday pay is prorated according to the hours normally scheduled to work: for example, full-time employees receive eight hours of holiday time; half-time employees receive four hours, etc. Employees with variable work schedules will receive holiday pay according to their average workday during the two preceding pay periods.

Normal time worked on a holiday is not considered overtime and is compensated at the employee’s straight-time rate of pay. Employees not eligible for holidays will get time off without pay if their unit is scheduled to be closed for a holiday.