



Procedure 6.22: University Holiday Policy  
Volume 6  
Managing Office: Office of Human Resources  
Effective Date: June 22, 2018

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## **I. PURPOSE**

To provide University-recognized paid holidays for benefits-eligible employees.

## **II. POLICY**

Normal business operation of the University will be suspended in observation of regular holidays, and other holidays as determined by the President and announced through the Office of Human Resources. Regular employees and full-time temporary employees who are not required to work will be excused on such days without being charged leave or losing pay. In the event such staff members are required to work on a holiday, they will be granted another holiday or may take leave at a later date, subject to the limits on accrual.

## **III. REGULAR HOLIDAYS**

Regular holiday shall be established annually by the Office of the President or his/her designee and published on the Human Resources website found at [www.aamu.edu](http://www.aamu.edu) and in publications and academic calendars as appropriate. In addition, at the President's discretion, he/she may designate other days as "off-days" or University closures for University employees. These "off-days" or closures will not be considered "Holidays" for purposes of this policy.

## **IV. ELIGIBILITY FOR HOLIDAY PAY**

Regular employees and full-time temporary employees receive holiday pay at their regular rates unless otherwise required by applicable law in an individual employee's case. Part-time employees will receive holiday pay prorated on the basis of their full-time equivalency (F.T.E.).

## **V. ANNUAL AND SICK LEAVE DURING HOLIDAY**

Employees who are on annual leave and sick leave during holiday shall receive holiday time in lieu of annual leave or sick leave on a day-to-day basis. These days shall be reported as "holiday" and shall not be charged against accrued annual leave and sick leave.

## **VI. PROCEDURES**

- A. An employee must be in pay status on the day before and the day following the holiday to be eligible for University holiday pay.
- B. An employee is not allowed holiday pay while in a leave of absence status or layoff status.
- C. When a holiday falls on an employee's day off, the employee is to be given another day off with pay.
- D. Holiday pay is not be considered hours worked in the computation of overtime.
- E. When an employee is required to work on a holiday, he/she is eligible to earn holiday leave which must be requested in the same manner as other types of leave.
- F. Employees may accrue reimbursable Holiday Leave up to a maximum of 80 hours. Once the 80 hours have been accumulated, staff members may continue to accrue non-reimbursable holiday leave. However, all holiday leave in excess of 80 hours remaining at the end of any fiscal year (September 30) will be forfeited by the employee.
- G. For those employees with a balance greater than 80 hours as of the effective date of this policy, a grace period of September 30, 2019, has been established for employees for usage and reimbursement that exceeds the 80 hours. For example, if an employee separates from the university on or before September 30, 2019, the employee will be reimbursed for unused holiday leave according to the approved department records. If an employee separates from the university after September 30, 2019, the employee will be reimbursed for unused holiday leave up to the maximum of 80 hours.
- H. Employees whose employment is separated for any reason other than gross misconduct will be eligible for reimbursed for unused holiday leave up to the maximum of 80 hours.
- I. Department heads and supervisors are responsible for scheduling and approving the holiday leave of their staff members prior to actual absences. Employees must request holiday leave in advance to ensure their absence will not interfere with the work of the department or unit. If an employee has holiday leave, the employee is required to utilize holiday leave before using sick leave, annual leave, and compensatory time.
- J. "Holiday" specifically refers to the single days which occur on the list of Federal or State Holidays which are observed by the University. "Holiday" does not include any closure days which are added for convenience preceding or following Holidays (i.e. day after Thanksgiving, day before or after Independence Day) nor does "Holiday" include closures arising from the Academic calendar (i.e. Spring Break or Winter Break). To calculate accrue unused holiday leave as of the effective date of this policy, the University Closures and Holidays schedule located on the Human Resources website should be used. University closures days should not be included in the calculation.