

Policy on Holiday Pay

I. POLICY STATEMENT

Auburn University observes the following holidays: New Year's Day, Martin Luther King Jr. Birthday, Memorial Day, Independence Day, Labor Day, day before Thanksgiving, Thanksgiving Day and the Friday after, and Christmas Day.

II. POLICY PRINCIPLES

Auburn University provides paid holidays as part of its comprehensive benefits package to support employees in balancing work and family life. The University observes these holidays and closes all offices except where continuous service is essential. Eligible employees are excused from work and receive holiday pay for these days. The President will announce any additional University observations and/or campus closures.

A. Eligibility For Paid Holidays

1. Employees employed on a regular full-time appointment who work 50 percent or more and who are expected to be employed continuously for 12 months or longer, and those who work 50 percent time or more and who have been employed continuously for 12 months or longer (9 or 12 months as appropriate).
2. Employee must be in a regular active pay status the day before and the day after the holiday.

B. Holiday Pay

1. Eligible employees will be paid based on pay status and rate of pay at the time of the holiday.
2. All Holiday pay plus all **hours actually worked** during the workweek are included in the determination of total hours worked for purposes of calculating the overtime obligation for the workweek. Holiday hours are treated as hours worked.

C. When Employees Work on Day of Holiday Observance

Depending on the Unit's business needs, employees may be required to work on a holiday. In addition to their holiday pay, non-exempt employees who work on a holiday will be compensated for hours worked on that holiday at their straight time rate, or premium overtime rate, if relevant. Exempt employees who work on a holiday may be provided an alternative day off, which must be taken within 90 days of the University holiday observance.

D. When a Holiday Falls on Saturday or Sunday

A holiday that falls on Saturday is observed on the preceding Friday. A holiday that falls on Sunday is observed on the following Monday.

E. When Day of Holiday Observance Falls on Employee's Regularly Scheduled Off Day

Exempt employees will receive an alternative day for the holiday. The alternate day must be taken within 90 days of the University holiday observance. Non-exempt employees will receive an alternate day off with pay (to be taken within 90 days of holiday), or if the department determines another day off is not feasible; the employee will receive holiday pay.

F. When Day of Holiday Observation Occurs While Employee is on Leave

1. When an employee is on vacation, sick leave, or other paid leave from which the employee is expected and scheduled to return to work, the time will be charged as a paid holiday rather than vacation, sick leave, or other unpaid leave.
2. When an eligible employee is on unpaid leave of absence (leave without pay) or layoff status, he/she will not receive holiday pay.

III. EFFECTIVE DATE

February 2019

IV. APPLICABILITY

All eligible Auburn University employees.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Executive Director, Payroll, Benefits and Records

Responsible Officer: Associate Vice President, Human Resources

VI. DEFINITIONS

Workweek –The established University-wide standard workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight the following Saturday. Standard work hours are 7:45 to 11:45 a.m. and 12:45 to 4:45 p.m., Monday through Friday. These times may vary depending on departmental schedules.

VII. POLICY PROCEDURES

Employees should be paid the number of hours they are normally scheduled to work on that day. For example: If an employee's normal work schedule is 10 hours per day and the holiday falls on their normal scheduled work day the employee should be given 10 hours holiday pay. Departments must utilize the HOL earn code for holiday pay or payment of alternate day.

VIII. SANCTIONS

Violations of this policy will be addressed through appropriate disciplinary action.

IX. EXCLUSIONS

TES employees and/or Student employees are not eligible for holiday pay.

X. INTERPRETATION

Associate Vice President, Human Resources