

All full-time employees in established positions are granted a maximum of twelve hours of holiday leave with pay for an observed holiday (based on the number of hours the employee is normally scheduled to work on that day). Part-time employees are granted a prorated number of hours for a holiday based on their FTE (full-time equivalency).

Use the following calculation to determine the prorated number of holiday hours granted to a part-time employee:

$\% \text{ of FTE appointed} \times 8 \text{ hrs.} = \text{prorated number of holiday hours}$

When the holiday falls on the employee's regular work day and the number of authorized hours of holiday time is fewer than the number of hours in the employee's work day, the employee should use accrued or earned leave to make up difference. For example, an employee appointed at .50 FTE who works four 5-hour days is entitled to a maximum of four hours of holiday pay. The remaining one hour should be covered by the employee's use of accrued or earned leave.

An employee who is on approved leave with pay when a holiday is observed or when a State Day of Mourning is declared will not be required to use his/her personal leave to cover the absence.

An employee who is granted a leave of absence without pay, and is in non-pay status for the day before a holiday, is not eligible to receive payment for the holiday or any other holiday observed while the employee is on leave.

Temporary employees are paid only for the hours of actual work and are not eligible for paid holidays. Professional, salaried Temporary, salaried Graduate Assistants/Associates covered by the collective bargaining agreement, and adjunct faculty who are working their regularly required work schedule are paid for holidays.