Updated Holiday Policy: Introducing the Floating Holiday option
What is the policy affected?

Policy [PER 4.03](#) outlines holidays and holiday pay.

**Holiday Definitions:**

- **Designated holidays** are New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

- **Other holidays** include, but are not limited to, Friday after Thanksgiving Day, the Tuesday after the first Monday in November in Presidential election years, winter break, and any additional days authorized by the President.
What is changing in the policy?

Change 1:
The holiday pay policy (PER 4.03) has been updated to provide an additional option to non-exempt employees* who are required to work over winter break only, by introducing the floating holiday option.

*who are not in a grant-funded position
What is changing in the policy?

Change 2:
Beginning December 21, 2019, all grant-funded, non-exempt employees will receive a floating holiday for all holidays they work in addition to their applicable rate of pay as outlined in PER 4.03.

- They are not eligible to receive the current premium rates of pay during holidays worked.
Breaking down **Change 1**: For Non-exempt (hourly) employees*

**Designated Holidays Worked:** same as before

- New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

**Other Holidays Worked (except Winter Break):** same as before

- Include, but are not limited to, Friday after Thanksgiving Day, the Tuesday after the first Monday in November in Presidential election years, and any additional days authorized by the President.

*who are **not** in a grant-funded position*
Breaking down **Change 1**: For Non-exempt (hourly) employees*

Winter Break (December 21 through December 31) **new this year**

**Option 1:** (Same as before)
- 2x pay

1.0 pay for other holiday hours worked
1.0 regular straight time for hours worked
Total of 2 times pay

**Option 2:** **new**
- Floating Holiday

1.0 straight pay holiday hours worked
1 floating holiday to use 30 days prior up to 90 days after
Total of 1.0 straight pay and floating holiday

New Option!

*who are not in a grant-funded position*
Breaking down **Change 2:**
For Grant funded non-exempt (hourly) employees

**Designated Holidays Worked:** *change effective December 21, 2019*
New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day

**Employee required to work on holiday** → **1.5 times pay for hours worked on designated holiday** + **1 floating holiday to use 30 days prior up to 90 days after** = **Total of 1.5 holiday pay for holiday hours worked and floating holiday**

**Other Holidays Worked (including Winter Break):** *change effective December 21, 2019*
Include, but are not limited to, Friday after Thanksgiving Day, the Tuesday after the first Monday in November in Presidential election years, winter break and any additional days authorized by the President.

**Employee required to work on holiday** → **1.0 straight pay for hours worked** + **1 floating holiday to use 30 days prior up to 90 days after** = **Total of 1.0 straight pay holiday hours worked and floating holiday**
How the floating holiday works

• An equivalent amount of time worked over the holiday can be used at a mutually agreeable date and time with your supervisor and department

• You can use it **up to 30 days prior** to the holiday and **no later than 90 days after**
How the floating holiday works

• Example 1:
  – You are in a 37.5 hour per week position.
  – You come in and work one day over winter break for 3 hours.
  – You can use 3 hours for your floating holiday up to 30 days prior and no later than 90 days after
How the floating holiday works

• Example 2:
  – You are in a 37.5 hour/week position.
  – You come in and work one day over winter break for 9 hours.
  – You can use the max of your normal work day (7.5 hours) for your floating holiday.
  – You will still be paid your regular pay for your 9 hours worked.
Things to remember

• The floating holiday option is only available during winter break (Dec. 21 – Dec 31), unless you are in a grant funded position.

• Grant funded employees must float a holiday for all holidays in lieu of current premium rates of pay, as outlines in PER 4.03.

• Floating holiday time cannot be used beyond the 90 days after the holiday worked.

• Employees will not be eligible for holiday pay during the payment of terminal leave.