Information

Holidays

Effective

May 1, 1992

Number

PER-4.03

Applicability

This policy applies to University Administrators and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): October 31, 2016; July 11, 2017 (effective November 30, 2017); October 1, 2019; October 7, 2019; November 25, 2019; February 7, 2020; June 30, 2020; May 25, 2021; December 1, 2021 (minor edits to email); April 5, 2022; July 1, 2022; August 24, 2022 (minor edit); October 27, 2022; November 10, 2022; April 2, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; July 11, 2017

Categories

Statement:

The University observes the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving Day and the following Friday
8. Christmas Day
9. Tuesday after the first Monday in November in Presidential election years

University holidays will be observed on the calendar day on which each holiday falls, except that a holiday falling on Saturday will be observed on the preceding Friday and a holiday falling on Sunday will be observed on the following Monday. Employees who are regularly scheduled to work on a seven-day-per-week operation will observe Saturday and Sunday holidays on the day which they fall, rather than the preceding Friday or following Monday. The dates of holiday observance will be announced by the Office of the President.

The President of the university may authorize additional days as holidays and extend the length of any holiday.

HOLIDAY PAY

To be paid for a holiday, the employee must be in pay status the last scheduled day of work prior to the holiday and the first scheduled day of work after the holiday. Holidays are considered to extend over a 24-hour period beginning at midnight. Holiday pay will be provided for all hours worked during that period.

Holiday pay is granted on a proportional basis for employees on a fixed, part-time basis of at least 40 percent of the normal full-time working schedule of the department in which he or she is employed.

Non-exempt (classified) employees who are non-grant funded and required to work on any of the *designated holidays* will be paid at a rate of one-and-a-half times their regular straight time rate for the hours worked plus an additional straight time rate for the holiday.

Non-exempt employees who are non-grant funded and required to work on *other holidays*, with the exception of winter break, will be paid at a straight time rate for the hours worked plus additional pay at a straight time rate for the holiday.

For additional days authorized as *other holidays* during winter break, non-exempt employees who are non-grant funded and are required to work will have a choice to:

- Be paid at a straight time rate for hours worked plus additional pay at straight time rate for the holiday during holiday break, or
- Be paid at a straight time rate for hours worked plus receive floating holiday time for hours worked during winter break to use up to 90 days after winter break, as applicable and pre-approved by their immediate supervisor.

Non-exempt employees who receive any portion of their salary from external grants and are required to work on *designated holidays* will be paid at a rate of one-and-a-half times their regular straight time rate for the hours worked plus receive floating holiday time for *designated holidays* worked to use up to 90 days after the *designated holiday,* as applicable and pre-approved by their immediate supervisor.

Non-exempt employees who receive any portion of their salary from external grants and are required to work on days authorized as *other holidays* will be paid at a straight time rate for the hours worked plus will receive floating holiday time for *other holidays* worked to use up to 90 days after the *other holidays* worked*,* as

applicable and pre-approved by their immediate supervisor.

Should overtime hours occur in the week in which the holiday was worked, any overtime hours will be paid at time and one-half the regular straight time rate. Premium pay and overtime for hours worked on holidays will not be duplicated and may not exceed the regular scheduled workday. Floating holiday time may not exceed the regular scheduled workday.

Floating holiday time (*designated or other holidays*) 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.

Related Information:

Policy on Religious Holy Days and Observances

Supervisors are encouraged to be reasonable when considering the importance of religious holidays to employees. Every effort should be made to allow employees to observe religious holidays. This may be done by allowing employees to substitute a *designated holiday* for a religious holiday, or by using personal leave, vacation leave, or leave without pay.

Definitions:

Designated holidays are New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, 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.

http://louisville.edu/hr/policies/definitions