

University of Scranton Institutional Policy

Office of Human Resources

Executive Sponsor:
Office of Human Resources
Responsible Office:
Office of Human Resources
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Holiday Pay & Time Off Policy

I. Policy Statement

The Holiday Pay & Time-Off Policy established procedures and guidance for staff and supervisors regarding non-exempt staff working holidays, both federal and University holidays. This policy outlines the pay parameters for non-exempt staff members who work on a holiday. This policy also outlines parameters for non-exempt staff who elect to bank awarded holiday hours versus payment for awarded hours.

II. Reason for Policy

The reason for the Holiday Pay & Time-Off Policy is to provide procedures to follow for multiple working situations for non-exempt staff working on holidays. Specific pay rules are in place for non-exempt staff who work on holidays, and this policy will establish the procedures to follow in each situation.

The intent of the option of banking holiday hours is to allow staff to take time away from work. This option is not intended to bank hours for a later payout.

III. Entities Affected by This Policy

The Holiday Pay & Time-Off Policy applies to non-exempt University staff. This policy is maintained by the Office of Human Resources and is available on the [Office of Human Resources](#) website.

IV. Website Address for this Policy

<http://www.scranton.edu/hr>

V. Definitions

Holiday: federal holiday

University holiday: a designated day the University of Scranton is closed that is not a weekend day. This applies to federal holidays as well as other designated days the University is closed. Designated University holidays are released each year in February for the upcoming academic year.

Holiday bank: holiday hours will be placed in Banner in a bank reserved for holiday hours only.

Holiday hours: staff scheduled to work seven hours shifts will receive seven hours to bank or be paid; staff scheduled to work eight hours shifts will receive eight hours to bank or be paid.

VI. Procedures

The following procedures apply to declared University holidays other than the Christmas and New Year's Holiday.

1. Full-time staff are eligible for all University holidays. Part time staff, as defined in Staff Handbook, will only receive holiday pay if the holiday falls on staff's regularly scheduled workday.

2. Staff members who work on a university holiday will be paid time and one half their regular hourly rate for all hours worked on the holiday regardless of the number of hours they have worked in the current work week.
3. Staffs will also receive holiday hours for working the holiday. The staff member has the choice to either be paid regular straight time for the holiday hours or bank those hours for later use. The staff member's supervisor will notify Human Resources in situations where staffs choose to bank their holiday hours. Human Resources will record the hours in Banner. If the staff chooses to be paid the holiday hours, the staff member will annotate that on staff member's timecard.
4. If a holiday falls on a weekend, the following procedures apply:
 1. If the staff member works the actual holiday and the University observed holiday, staff will be paid time and one half for all hours worked on the actual and observed holiday; staff will also receive holiday hours for working on the University observed holiday to be either banked or paid out. Staffs will not receive holiday hours for working the federal holiday on the weekend.
 2. If the staff member works on the University observed holiday but is regularly scheduled off, staff will be paid time and one half for working the holiday and will receive holiday hours.
 3. If the staff member's regularly scheduled day off falls on a holiday, staff will have the choice to be either paid holiday pay in that work week for that day as straight-time in that work week or bank the holiday hours.
 4. If the staff member is off on the University holiday, and it is not their regularly scheduled day off, they will be paid holiday pay as straight time.
 5. In situations where a staff member works a partial day on a holiday, they will be paid time and one half for all hours worked and will also receive holiday pay. The staff will not have the option to bank partial holiday hours.
 6. If a staff member is working an approved modified work schedule, and the holiday falls on the day the staff has the modification, Human Resources will render a decision on a case-by-case basis as to how to apply this policy.
 7. Christmas/New Year's Holiday

The University is closed during the Christmas and New Year's holiday, dates defined annually with Human Resources. Staff who work during the Christmas and New Year holiday will be paid time and one half their regular hourly rate for hours worked and will also be paid holiday hours pay.

5. Unscheduled Absences:

1. Staff with an unscheduled absence when scheduled to work a holiday must provide a bona-fide excuse to the Office of Human Resources. If the absence is due to an illness, sick time will be used. If the absence is deemed to be unexcused, the staff member must use vacation or personal time. The absence is subject to disciplinary action in accordance with the Disciplinary & Corrective Action Policy.

6. **Approval:**
 1. Once a staff member has accumulated holiday hours, they will be able to request time off. The supervisor will approve or disapprove requests for time off based on the needs of the department.
7. **Banking/Pay for Holiday Hours:**
 1. A staff member must decide whether to bank holiday hours or receive a payout in the pay period of the holiday(s). Once the staff decides, staff cannot change their decision after the pay period.
 2. Holiday hours will be paid or banked in full lot increments. Staffs either bank the full day of hours or is paid for the full day. Staffs cannot break up the hours; for example, choose to be paid for four hours and bank four hours.
8. **Use or Lose**
 1. Once a staff has banked holiday hours, the hours must be taken during a static twelve-month period. The twelve-month period begins September 1st and ends August 31st.
 2. Accumulated holiday hours must be taken during this time frame, or the staff will lose the hours. If a staff member requests to use holiday time and the supervisor disapproved the request, the staff will be paid-out for the amount hours disapproved the first pay period after September 1st.
 3. Staffs voluntarily terminating their employment with the University will receive a payout for unused banked holiday time, provided appropriate notice of voluntary termination has been given by the staff. At minimum, a two-week notice (14 days) is considered a proper notice.
9. **Notifying Human Resources and Payroll:**
 1. The supervisor is responsible for notifying Human Resource that a staff member has elected to bank holiday hours. If a staff member chooses to be paid for the holiday, the staff will annotate on their timecard.
10. **Amendment of this Policy:**
 1. The University reserves the right to alter, amend or withdraw this policy at any time.