

**OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES**

University Holidays	3-003 FISCAL SERVICES November 2021
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POLICY

- 1.01 Uniformly observed holidays are an integral part of time-off benefits for employees.
- 1.02 This policy specifies holidays and pay provisions which are to be observed by all units of the university.

SCOPE

- 2.01 This policy applies to all OSU Institute of Technology (OSUIT) facilities and locations where business of the university is conducted.
 - A. Facilities where functions or other essential activities cannot be discontinued without adversely affecting services to students and the public and/or where local conditions necessitate a separate holiday schedule, may choose to modify the holiday schedule provided the selected schedule does not decrease the total number of holidays.
 - B. Any exceptions to the official university holiday schedule, including those specified in section 2.01A above, must be approved by the appropriate Vice President, and notice of substitute approved holidays filed with the Director of Human Resources.
 - C. Any exception will apply to all employees at that location.
- 2.02 Pay provisions of this policy are applicable to employees with continuous, regular assignments of at least .50 FTE (full time equivalency). Time off with pay is not provided to student employees, part-time employees of less than .50 FTE, and/or temporary employees, with the exception of exempt employees.

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- 3.01 Official University Holiday Schedule
 - A. Official university holidays are as follows:
 - New Year's Day (January 1)
 - Martin Luther King Day (third Monday in January)

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- Memorial Day (last Monday in May)
 - Juneteenth (June 19)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Friday following Thanksgiving
 - Christmas Eve (December 24)
 - Christmas Day (December 25)
 - Three additional workdays
- B. When an official holiday falls on a Saturday, Friday preceding will be observed as a holiday. When an official holiday falls on a Sunday, Monday following will be observed as a holiday.
- C. If the university holiday is not a regularly scheduled workday of an employee, the regularly scheduled workday nearest the holiday will be selected as a day off with pay. In the event no single regularly scheduled workday is closest to the holiday, a determination of the day off with pay will be made by the unit leader one week prior to the holiday and all affected employees shall be notified.
- D. Official holidays are observed through closing all offices and facilities, provided functions or other essential activities can be discontinued without adversely affecting services to students and the public.

3.02 Holiday Pay

- A. Regular employees with continuous, regular appointments of at least .50 FTE will be eligible for holiday leave (time off with pay).
- B. Holiday pay for nonexempt employees or employees paid on an hourly basis is calculated based on the straight-time pay rate in effect on the date of the holiday, times eight hours, times the FTE of the employee assignment. For example, an employee with a .75 FTE would receive 6 hours of holiday pay.
- C. If the employee works an approved flex schedule, the unit administrator will adjust the work schedule to ensure that the employee is able to work the assigned FTE during the week of the holiday. If this is not possible, the employee may use other appropriate accrued leave to account for the remaining assigned hours.

Example: An employee with an assigned FTE of 1.0 works a flexible schedule that allows them to work 10 hour days. The employee will be paid for 8 hours of holiday pay at their regular hourly wage and will use two hours of annual leave or comp leave, as appropriate, to cover the remainder of his/her schedule.

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- D. Exempt employees will be paid in proportion to their assigned FTE at the rate in effect on the date of the holiday.
- E. Holidays are paid as holidays and are not chargeable to other forms of leave. When holidays occur during periods when staff members are on approved leave of absences with pay, the day of the holiday will be charged as a holiday.
- F. Holiday pay is not granted when the holiday immediately precedes the first day of employment, is adjacent to or is surrounded by a leave without pay, is the first or last day of an absence without pay, or occurs immediately before, during, or immediately following terminal annual leave.
- G. Holiday pay at the end of the calendar year will be granted to employees with an official OSU retirement date of December 31 of the same year.
- H. Holiday pay does not count as hours worked for the purpose of determining overtime.

3.03 Work on a Holiday

- A. The supervisor should make a special effort to avoid assigning work to be performed on a university holiday.
- B. If it becomes necessary for a nonexempt (hourly) employee to work on a holiday other than Thanksgiving Day or Christmas Day, the employee will receive compensation at the straight time rate for each hour worked in addition to holiday pay.
- C. If it becomes necessary for a nonexempt (hourly) employee to work on Thanksgiving Day or Christmas Day, the employee will receive compensation for each hour worked at the rate of time and one-half for each hour worked in addition to holiday pay.
- D. Additional compensation for hours worked on a holiday may be paid by payroll warrant or accrued as compensatory leave at the discretion of the unit leader.
- E. Exempt employees may receive comparable time off for work performed on a holiday.

3.04 Religious Holidays

- A. OSUIT will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled workdays.
- B. To avoid disruption to normal work schedules, employees must request leave in writing to their supervisor at least one week in advance.

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- C. Employees will use annual leave, compensatory leave, or personal leave without pay for the time requested.
- D. Time off will be granted unless such leave would cause undue hardship to the unit.

Approved: August 1996

Revised: January 1, 2005

Revised: July 2009

Revised: March 2013

Revised: November 2021