SNU Policy: Holidays
SNU Policy ID: Benefits D-02
Policy Reviewed by: Director of Human Resources
Approval Authority: Vice President for Business and Finance
Approval Date: September 1, 2026
Next Review Date: September 1, 2031

POLICY:
Employees are eligible for holiday pay at the time of employment as defined in this policy and at such time as the University recognizes such holidays. Eligible employees will be given time off with pay for each holiday observed as published on the portal and on SNU's HR webpage.

PROCEDURE:

1. **PAID HOLIDAYS**
   New Year's Day
   Martin Luther King Jr. Day of Service
   Spring Break
   Good Friday
   Memorial Day
   Juneteenth National Independence Day
   Independence Day
   Labor Day
   Thanksgiving
   Christmas Eve
   Christmas-December 31st

2. **ELIGIBILITY**

   A. Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees (.5 FTE or above) are eligible to receive their regular rate of pay for the holiday in which they would normally be scheduled to work at the equivalent part-time FTE.

   B. To receive holiday pay, an eligible employee must be at work or taking an approved absence on the workdays immediately preceding and immediately following the day on which the holiday is observed.

      An approved absence is a day of vacation, holiday, personal day, Family Medical Leave, or other regularly scheduled day off. If an employee is absent on one or both days because of an illness or injury, the University reserves the right to verify the reason for the absence before approving/disapproving holiday pay.

   C. If a holiday occurs during an employee's scheduled leave, the employee will be given the holiday.

   D. The University may schedule work on an observed holiday as it considers necessary. Normally, work on an observed holiday will be paid as if the day were a regularly scheduled day. Employees will be given the option of flexing an additional floating holiday that may be taken at another time during the year, with the prior approval of the supervisor.

E. Employees who change employment classification will be eligible for the holidays recognized for their employment type, immediately upon change in type.