

**NUMBER:** D-2

**TITLE:** HOLIDAYS

**POLICY:** Employees are eligible for holiday pay as defined in this policy at the time of employment and at such time as the University recognizes such holidays. Eligible employees will be given a day off with pay for each holiday observed. Full time employees are eligible for holiday pay for each of the SNU published (available on the portal and on SNU's HR webpage) holidays during the year. Part Time employees are eligible for holiday pay for the number of hours and the comparable pay for each of the recognized holidays that fall during a time when they are normally scheduled to be working. The recognized holidays are effective at the time the University recognizes such holidays.

**PROCEDURE:**

**I. PAID HOLIDAYS**

- A. New Year's Day
- B. Good Friday
- C. Memorial Day
- D. Independence Day
- E. Labor Day
- F. Thanksgiving Day and the following day
- G. Christmas Eve (when on a Monday through Friday)
- H. Christmas (five days)

**II. ELIGIBILITY**

- A. Employees are eligible for holiday pay as defined in this policy upon employment.
- B. Full-time employees are eligible to receive their regular rate of pay for each observed holiday. Part-time employees are eligible to receive holiday pay only for holidays on which they would normally be scheduled to work, and only for their normally scheduled hours on those days.
- C. To receive holiday pay, an eligible employee must be at work or taking an approved absence on the work days immediately preceding and immediately following the day on which the holiday is observed. An approved absence is a day of vacation, holiday, personal day, or other regularly scheduled day off. If an employee is absent on one or both of these days because of an illness or injury, the University reserves the right to verify the reason for the absence before approving/disapproving holiday pay.
- D. If a holiday occurs during an employee's vacation period, the employee will be given the holiday pay and the vacation day may be taken at another time.

- E. 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 receiving additional holiday pay for the day or a “floating” holiday that may be taken at another time during the year, with the prior approval of the supervisor.
  
- F. Employees who change employment classification will be eligible for the holidays recognized for their employment type, immediately upon change in type.

Original 1/98  
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