Holiday Schedule

Statement

Eastern Kentucky University recognizes certain holidays by the closing of all departments and offices except where continuous service is essential.

Entities Affected

All Regular Employees who have a work assignment of at least 20 hours per week.

Background

Not applicable.

Procedures

The following is the normal holiday schedule for Eastern Kentucky University. This schedule may be altered by the President of Eastern Kentucky University to meet operational demands. Some work units or individual employees may be required to work during holiday periods. Those required to work on holidays will receive equivalent holiday compensatory time to be used at another time at the supervisor’s discretion.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>One day</td>
</tr>
<tr>
<td>Labor Day</td>
<td>One day</td>
</tr>
<tr>
<td>Columbus Day/ Fall Break</td>
<td>Two days</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Two days</td>
</tr>
<tr>
<td>Between Semester Break</td>
<td>Seven days (approved year by year)</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>One day</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>One Day</td>
</tr>
<tr>
<td>Floating Holiday</td>
<td>One Day</td>
</tr>
</tbody>
</table>
Notes:

The floating holiday must be scheduled in advance with the supervisor. The floating holiday must be used during each fiscal year and shall not rollover or accumulate from year to year. Every 4th year the Presidential Election day will be substituted for the Columbus Day holiday. When this occurs the Monday before Election Day Tuesday will be designated as the fall break holiday.

- Some work units, or individual employees, may be required to work during a holiday period.
- Those employees who are required to work on Christmas Day, New Year’s Day, or Thanksgiving Day will be paid at a premium rate of time and one half for all hours worked on these specific holidays and will also receive equivalent holiday time to be used at another time to be scheduled with the supervisor.
- Worked time should be reported on the time record for all hours worked during each day of the work week.
- Employees required to work holidays, other than those noted above, will be paid at this/her regular rate of pay and the time should be recorded of the time record.
- Holidays, when taken, will count as hours worked for the calculation of overtime. The holiday code should be used on the time record for the day actually taken as a holiday.
- In order to be eligible for holiday pay, an employee must be on “pay status” the last working day before the holiday and the first working day following the holiday. “Pay status” included actually working as well as authorized sick pay, vacation pay, authorized FMLA or extended medical leave, or receiving workers compensation benefits.
- If an employee is not paid for both the last working day before and the first working day after a holiday, he/she will not receive holiday pay.

Definitions

Floating Holiday
A random holiday that may be scheduled, with a supervisor approval to be used for a regular work day. The floating holiday must be used each fiscal year with no carry over to subsequent years.

Pay Status
Includes time actually spent working as well as authorized sick pay, vacation pay, FMLA (Family and Medical Leave) or extended medical leave and employee receiving worker’s compensation benefits

Responsibilities

Supervisors
Plan accordingly to ensure appropriate coverage for scheduled holidays in areas which require continuous service. Coordinate with employees who work a scheduled holiday to have equivalent time off at a later date. The supervisor is required to maintain a holiday schedule and listing of employees who have been required to work on a scheduled holiday

Employees
Coordinate with your supervisor for holidays
Violations

Violations of this policy will be handled in accordance with normal University procedures.

Interpreting Authority

Director of Human Resources

Statutory or Regulatory References

Not applicable.

Relevant Links

Not applicable

Adoption Review and Approval

This Regulation was approved by the Board of Regents on August 1, 2002 as part of the Staff Handbook.