

## Holiday Leave for Regular Exempt And Nonexempt Procedures

### I. Purpose

This procedure has been developed in accordance with BOR Policy VII – 7.30, *Policy on Holiday Leave for Regular Exempt Employees*, and establishes how holiday leave for regular exempt and nonexempt staff will be earned and administered at FSU. Items not specifically addressed in this document shall be governed by the aforementioned BOR policy.

Agreements negotiated by Memorandum of Understanding (MOU) or recognized bargaining units will supersede, if so specifically written, portions of this procedure.

### II. General Guidelines

#### a. Amount and Observance of Holiday Leave

Employees are eligible to earn 11 holidays per calendar year or 12 holidays during a year of congressional or general elections, and/or any other special observance as required by the Governor and Legislature.

In addition, FSU employees receive three holiday leave days whose actual date of observance varies from year to year. Generally these holidays fall during the December break. Employees may find the current year's listing of earned and observed dates on the University web page and in the campus directory.

Part-time employees, who are employed on at least a 50% full-time basis, shall earn holiday leave on a pro-rated basis.

When a holiday falls on Saturday, it is earned the previous Friday and when a holiday falls on Sunday, it is earned on the following Monday.

All employees must be in paid employment status on the calendar date that the holiday is earned in order to be eligible for holiday pay when the holiday is observed.

#### b. Scheduling of Holidays for Continuous Operations

Holidays in 24/7 operations are pre-scheduled based upon the workweek schedule rotation and operational needs. The Employer reserves the right to assign holidays in accordance with this schedule and the terms of any applicable MOU pertaining to employees in these departments.

Employees who do not adhere to a 24/7 schedule but who, based upon operational needs, find it necessary to work on a holiday must receive supervisory approval to

schedule a substitute holiday or to receive holiday pay in lieu of the holiday. Decisions will be made on a case-by-case basis and, where appropriate, in accordance with terms agreed upon in any applicable MOU.

### **III. Other**

#### **a. Carry-Over and Payment Prior to Separation**

Holidays must be used in the month in which they are earned.

#### **b. Termination Payment**

Employees, who leave employment at the University for any reason, are entitled to be paid for any unused holiday leave that has been earned as of the date of separation. In 24/7 operations, where a holiday may be used prior to being earned, if the employee severs employment before the holiday is earned, the employee will pay back the holiday upon severance.

### **IV. Administration of the Policy**

The Office of Human Resources (OHR) is designated as administrator of the policy. All questions regarding the policy should be referred to that office.

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### **V. References**

*USM Policy VII – 7.30, USM Policy On Holiday Leave for Regular Exempt Employees  
FSU Employee Handbook*

*All policies are available on:  
FSU Web Page  
USM Web Page  
FSU Employee Handbook*

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