

BENEFIT PROGRAMS

HOLIDAYS

The University recognizes thirteen (13) holidays each fiscal year that include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day following, Christmas Day, two days during Spring Break, two days during Fall Break and two additional days as designated in the annual Holiday Schedule. The President of the University may declare other days as compensatory holidays.

A holiday falling on a weekend will be recognized by the University on an alternate date. When continuous operations of the University require that employees be regularly scheduled to work on days otherwise recognizable as holidays, such employees will be granted an equal amount of time off with pay on a date mutually agreed to by the employee and budget unit head. If an employee can neither be excused from work on a University recognized holiday nor on a mutually acceptable substitute date, cash payment at a straight-time rate may be permitted.

Only full-time, regular status employees are entitled to compensated holidays.