

**University Policy 200.08**  
**HOLIDAY OBSERVANCES**

**Responsible Administrator:** Office of the President

**Responsible Office:** Office of Human Resources

**Originally Issued:** August 2006

**Revision Date:**

**Authority:** Office of the President

**Policy Statement**

It is the policy of Claflin University to provide holiday leave to all eligible employees. This benefit provides employees with paid time off from work to observe University designated holidays. The University participates in the observance of national and legal holidays and others as recognized and deemed appropriate by the Board of Trustees. The University reserves the right to modify the holiday schedule and will notify all employees of any changes.

**Statement of Purpose**

This policy establishes guidelines for the administration of the Holiday Leave Program. It is the responsibility of the University to determine which days will be recognized as official holidays and the number of days to be included in the holiday period. It is the objective of the University to close offices and facilities without disrupting its academic program.

**Applicability**

This policy is applicable to all full-time, 9-10-11 month employees, and part-time twelve-month salaried employees.

**PROCEDURES**

The University will observe the following holidays:

- New Year's Day (January 1)
- Dr. Martin Luther King's Day (Third Monday in January)
- Good Friday (Friday before Easter Sunday)
- Memorial Day (Last Monday in May)
- Fourth of July (July 4)
- Labor Day (First Monday in September)
- Wednesday before Thanksgiving Day
- Thanksgiving Day (Fourth Thursday in November)
- Friday after Thanksgiving Day
- Christmas Eve (December 24)
- Christmas Day (December 25)

When an authorized holiday falls on a Saturday, it will be observed the Friday

before the holiday. When the holiday falls on a Sunday, it will be observed the Monday after the holiday. Employees who are required to work on a holiday will be allowed to take an alternate day off from work with pay. The alternate day off should be mutually agreeable to the employee and the supervisor.

When an employee is on approved vacation or sick leave during a period that includes a paid holiday, the employee will not be charged vacation or sick leave for the holiday or holiday period. Employees who are on leave without pay during a period that includes a holiday will not be paid for the holiday or the holiday period. When a holiday falls on an employee's scheduled day off the employee will be granted an alternate day off from work with pay.

If an employee's effective employment date falls on a holiday, the employee is eligible for the paid holiday if he or she reports to work the next workday following the holiday. If an employee is retiring or separating from the University and the last day of work falls on a holiday, the employee will be paid for the holiday.

**EXCEPTION:** If administrative approval is granted for holiday work, non-exempt employees may be paid in lieu of receiving an alternate day off.

