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## Policy Information

**Effective Date:**

September 1, 1988

**Last Revised Date:**

June, 2015

**Reference:**

Classified Staff Human Resources Policy Manual 203.0

University Handbook for Appointed Personnel 8.01.02

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## Policy

Employees eligible for full benefits shall be granted time off from work with pay for each holiday designated by the University. Ten holidays are normally designated each year and typically include:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One "floating" holiday associated with Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day

All employees who are regularly scheduled to work 40 hours or more per biweekly pay period (.50 FTE or more) and whose positions are expected to be active for six (6) months or more (or who are on a flexible-year appointment) are eligible to receive holiday pay. Part-time and temporary

employees, with the exception of classified staff employees in extended temporary employment positions, are not entitled to holiday pay.

Employees shall be paid on a prorated basis for designated holidays based upon their regularly scheduled total pay period hours. For example, an eligible employee whose regularly scheduled pay period is 80 hours (full time, or 1.0 FTE) receives 8 hours pay for each holiday (80 hours divided by 10 days in two-week pay period). To calculate holiday pay for eligible employees whose regularly scheduled pay period hours are at least half-time but less than full-time, multiply 8 hours by the employee's full-time equivalency.

**Example:** An employee who is regularly scheduled to work 60 hours per pay period, or .75 FTE receives  $.75 \times 8 = 6$  hours of holiday pay.

**Note:** At departmental discretion, employees whose normal workday exceeds 8 hours within an 80-hour pay period, (for instance, 8 ten-hour days) may be paid holiday pay in excess of 8 hours per holiday. However, the maximum hours of holiday pay per fiscal year is limited to 80 hours.

Designated holidays that fall on a Saturday or Sunday shall normally be observed on a Friday or a Monday.

Employees must work or be on an approved paid status on their last scheduled workday before and first scheduled workday after the holiday to qualify for holiday pay.

Employees whose regular day off falls on a holiday shall be granted an alternate day off with pay in the same pay cycle.

Employees who are required to work on a holiday shall receive an alternate day off with pay within the same pay period as the holiday.

Holidays occurring during scheduled paid absences shall not be charged against vacation or paid sick time.

Otherwise eligible employees shall not be paid for holidays occurring during a leave of absence without pay. Employees also shall not be paid for holidays occurring during excused unpaid absence or other absence without pay. Academic-year employees do not receive holiday pay for holidays falling within their nonwork period.

Upon termination of employment, employees shall be paid for any holiday pay earned during the immediately preceding pay cycle and approved by the administrative supervisor but not yet received.

## **Related Information\***

[Holiday Schedule \[2\]](#)

[Arizona Board of Regents Policy 6-801. Paid Holidays \[3\]](#)

## **Revision History\***

UHAP and Classified Staff versions reconciled April and June 2015

Revised June 2007

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**Source URL:** <http://policy.web.arizona.edu/employment-human-resources/holidays>

**Links**

[1] <mailto:hradmin@email.arizona.edu>

[2] [https://hr.arizona.edu/sites/default/files/Holidays\\_2019-2024.pdf](https://hr.arizona.edu/sites/default/files/Holidays_2019-2024.pdf)

[3] <https://public.azregents.edu/Policy%20Manual/6-801-Paid%20Holidays.pdf>