Holiday Leave

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General Description

Policy Summary:

Trinity University provides eligible employees paid time away from work to observe various holidays.

Purpose:

This policy establishes university policy related to holidays and holiday pay for employees who are required to work on holidays.

Scope:

This policy applies to all Trinity University staff.

Exceptions:

Short-term temporary employees do not receive holiday leave.

Responsible Department:

Human Resources

Policy Content

Holiday Leave

Trinity University observes the following days as paid holidays for eligible employees. University offices will be closed on these days.

- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day

- Labor Day
- Wednesday before Thanksgiving
- Thanksgiving Day
- Friday after Thanksgiving
- Holiday Break
- New Year's Day
- Floating Holiday (at employee discretion with supervisor approval)

The University President reserves the right to modify the above holidays and to designate any other workday as a holiday.

Holiday Eligibility

Must be an eligible employee as defined by this Policy.

The eligible employee must be in a pay status on the employee's last scheduled working day before the holiday and the employee's first regularly scheduled working day following the holiday.

The eligible employee has not resigned or been terminated by the University before or during the University Holiday.

Floating Holiday

To accommodate the diverse backgrounds, religious and cultural beliefs of Trinity employees, Trinity is implementing a Floating Holiday policy in place of the Good Friday holiday, effective June
1, 2024. This policy allows employees to choose when they wish to take a holiday to observe religious or cultural events important to them.

Accrual and Availability:

- Employees are granted one Floating Holiday per academic year.
- The Floating Holiday must be taken as a full (work) day absence.
- Floating Holidays are accrued at the beginning of each academic year (September) and do not roll over to the next year.

Request and Approval:

- Employees must request the use of their Floating Holiday in advance, using the standard time-off request in Workday.
- Approval is subject to operational needs and team schedules. Supervisors should consider requests on a first-come, first-served basis, with priority given to timely requests.

Documentation:

- Employees are not required to disclose the reason for taking their Floating Holiday.
- No documentation regarding the reasons for the Floating Holiday is required.

Scheduling Considerations:

- Employees are encouraged to consider the operational needs of their team when scheduling their Floating Holiday.
- To prevent disruptions, employees should avoid scheduling their Floating Holiday during critical business periods or when significant team projects are underway.

Unused Floating Holiday:

- Unused Floating Holidays will not be paid out upon termination or resignation.
- Employees are encouraged to utilize their Floating Holiday within the year to promote work-life balance and well-being.

For more information, please visit the FAQ page.

Working on Observed Holidays

In certain circumstances, staff members may be scheduled to work on a day the University observes as a holiday. In such cases, Trinity University employees may (i) be given alternative time off equal to the hours worked on the holiday, (ii) add the hours worked to their vacation pay, or (iii) be granted double pay in lieu of time off.

In the event an eligible employee is required to work on observed holidays, the following procedures will apply:

- The supervisor will notify the impacted employees as soon as practicable that they are expected to work on a holiday.
- The supervisor will initiate a Request for Holiday Work Form from the Payroll Office and submit it to their supervisor for approval.
- Upon approval of the Request for Holiday Work, the impacted employee's supervisor will approve one of the following remediation options for their time worked on an established University Holiday based on departmental needs and employee preference.
    - The employee will be granted equivalent time off, equaling the holiday hours worked with pay within the same pay week. This item will be checked on the Request for Holiday Work Form along with the date of the time off specified if elected. The department copy of the form will be retained in Workday.
    - Time equaling the holiday hours worked may be added to the employee's vacation leave. This item will be checked on the request for a Holiday Work Form if it is elected.
    - A non-exempt (hourly) employee may be granted additional (double) pay in lieu of time off without pay. When this option is utilized, a Request for Holiday Work form must be submitted in advance to the employee's supervisor for approval.

Employees absent from work the day before a holiday, the day after a holiday, or both days will receive holiday pay on the University holiday, provided that absence is due to approved paid vacation or paid sick leave. If an employee is on Leave Without Pay the day before a holiday, the day after a holiday, or both days, the employee will not receive holiday pay on the University holiday. If an employee works overtime in a week when a university holiday falls, the holiday hours will not be counted as hours worked towards the overtime hours.

Additional Holiday Leave Information

Generally, if a University Holiday falls on a Saturday, it will be observed the preceding Friday. If the holiday occurs on a Sunday, it will be observed the following Monday. Eligible employees should review the University's official holiday observation notice located on the Office of Human Resources webpage labeled Paid Time Off, Leave, and Holidays to determine the exact date of observation.

Revision Management

Revision History Log:

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Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration