



Holiday Leave

Document Number: HMRS-0049

Date Published(sys): 1/17/2024

General Description

Policy Summary:

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

Purpose:

This policy established 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.

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
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Wednesday before Thanksgiving

- Thanksgiving Day
- Friday after Thanksgiving
- Holiday Break
- New Year's Day

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.

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 employee 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 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 and 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 time will be checked on the request for a Holiday Leave 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 for must be submitted in advance to the employee's supervisor for approval.

Employees absent from work either the day before, 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 Leave Without Pay the day before, 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 where 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:

Revision #:	Date:	Recorded By:
v3.1	12/21/2023 12:03 PM	Pamela Mota
v2.0	3/31/2020 8:24 AM	Gary Logan
v1.0	2/25/2020 9:09 AM	Rachel Rolf

Vice President Approval:

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