



RUTGERS POLICY

Section: 60.3.11

Section Title: HR/ Non-Academic Employees

Policy Name: Holidays

Formerly Book: 3.6.12

Approval Authority: Senior Vice President for Finance and Administration

Responsible Executive: Senior Vice President for Finance and Administration

Responsible Office: University Human Resources

Originally Issued: 12/1967

Revisions: 12/1991; 11/1998; 6/30/2006; 4/2008

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The university grants regularly appointed staff personnel annually scheduled holidays.
2. **Reason for Policy**
To inform eligible staff personnel of the university's holiday schedule and exceptions
3. **Who Should Read This Policy**
All members of the Rutgers University community
4. **Related Documents**
Policy Section 60.3.3, Administrative Leave
Absence Reporting System overview (<http://uhr.rutgers.edu/misc/ARSSystem.htm>) and system access (<https://payrolluhr.rutgers.edu/ars/>)
5. **Contacts**
University Human Resources 732-932-3020
6. **Policy**

60.3.11 HOLIDAYS

- I. **Policy Statement**
The university grants regularly appointed staff personnel annually scheduled holidays and "personal holidays" in accordance with section I.A. and I.B. below. All holiday time taken must be recorded in the Absence Reporting System as "H" for a regularly scheduled holiday or "PH" for personal holiday time taken for an individually selected

All regulations and procedures are subject to amendment.

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holiday. Rutgers shall also observe as holidays either one full day or two half days during the year-end holiday season, and three other holidays to be determined annually by Rutgers.

Always refer to the appropriate collective negotiations agreements for any variations or additional details that apply to this policy.

A. The university holiday schedule for all regularly appointed staff personnel is below.

- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day
- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- One full day or two half days during the year-end holiday season; three other holidays to be determined annually by Rutgers

B. After six months of employment, employees are granted two individually selected holidays entitled "personal holidays" (PH) which are generally governed by the rules applicable to administrative leave in accordance with policy section 60.3.3. For employees eligible for inclusion in the Fraternal Order of Police-Superior and Fraternal Order of Police-Primary, please check the collective negotiations agreements for further information.

II. Weekend Exceptions

When a holiday falls on a Sunday, the following Monday is observed as the holiday. When a holiday falls on a Saturday, the preceding Friday is observed as the holiday. For employees who are members of IOUE Local 68-68A, please check the collective negotiations agreements for further information.

III. Holidays While on Reduced Leave

Holidays will be appropriately prorated for an employee who is on a "reduced schedule" leave under the New Jersey Family Leave Act or the Federal Family and Medical Leave Act.

IV. Holiday Work

For assistance with calculating compensation for holiday work, call University Human Resources at 732-932-3020. Employees who are members of a bargaining unit should consult their respective Agreement for further information.

A. Employees who are eligible to receive premium compensation for overtime hours shall be given premium compensation for hours worked on observed holidays in accordance with the university's overtime policy.

- B. When an observed holiday falls on an employee's regular day off, as might happen for employees who work on rotating shifts, he or she is entitled to an alternate day off within the same university workweek.
- C. If an emergency arises that requires an employee to work on his or her alternate day off, the number of that employee's compensable hours may exceed the normal workweek. In this situation, overtime regulations apply.
- D. When a "No Limit" (NL), or exempt, employee is required to work on an observed holiday, that employee shall be granted an alternate day off at the mutual convenience of the supervisor and the employee, except that employees who are hired to work holidays and/or weekends will not be eligible for such alternate days off.

V. Religious Holidays

Staff members who wish to observe religious holidays may do so by charging such absence to their yearly vacation or personal holiday allowance, or to administrative leave in accordance with those leave provisions.