

RUTGERS POLICY

Section: 60.9.12

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Holidays

Formerly Book: 30-01-40-10:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 7/1/1990

Revisions: 1/12/2010; 7/1/2013; 10/10/2013 (Updated title)

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

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy regarding the granting and usage of holiday pay for staff members in legacy UMDNJ positions.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.12 HOLIDAYS

I. APPLICABILITY

This policy applies to regular legacy UMDNJ full-time staff members, regular part-time staff members hired to work a minimum of twenty (20) hours per week, and full-time temporary staff members after six (6) months of continuous employment in the same position. Temporary part-time staff members are not eligible for holiday pay.

II. REFERENCE

Payroll Work Week Hours - #60.9.27

III. POLICY

The University recognizes fifteen (15) holidays as follows:

New Year's Day
Martin Luther King's Birthday
Good Friday *
Memorial Day
Independence Day Labor
Day Thanksgiving Day
Day after Thanksgiving *
Christmas Day
(6) Float Holidays
*non-premium holiday

A staff member who is not in active status on a day designated by the University as a holiday will not receive compensation for said holiday.

A. FLOAT HOLIDAYS

1. All staff members, except as noted above, in active payroll status on January 1 of each year are granted six (6) float holidays.
2. Regular part-time staff members (20 hours or more per week) shall receive holiday time prorated according to the hours for which they were hired to work.
3. Staff members who are not in active status on January 1 but return to active status before July 1 and staff members hired between January 2 and July 1 shall be granted three (3) float holidays by the second pay day in July.
4. Float holidays may be used for emergencies, observance of religious holidays or other days of celebration, or personal business but not official University holidays or sick time unless approved by the manager/supervisor.
5. Staff members must request a float holiday(s) at least one (1) week in advance of the utilization date and receive the approval of their department head or designee. Failure to do so can result in the denial of the request. Float holidays may be authorized with notice of less than one week in cases of personal emergency for which other paid leave is not provided.
6. A staff member claiming emergency usage of float holiday time may be required to submit proof of such an emergency upon returning to work. Failure to supply the requested proof shall result in a salary deletion and appropriate disciplinary action may be issued.
7. Float holidays must be utilized within the calendar year they are issued and do not carry over between calendar years.
8. Unused float holidays are not paid out upon separation from the University.

B. HOLIDAY COMPENSATION

For holiday compensation purposes for non-exempt staff members (eligible for overtime) managers/supervisors shall ensure:

1. If a holiday falls on a staff member's scheduled workday and the staff member is not required to work, the staff member will be paid for that day and such will be charged to holiday pay.

2. If a holiday falls on a day that is a scheduled day off, an alternate day off will be designated as the holiday, preferably in the same workweek. The department head may authorize payment in lieu of a day off.

NOTE:

Full and Part Time staff members who are routinely scheduled to work twelve (12) hour shifts and staff members covered by HPAE Local 5089 (Nurses) routinely scheduled to work eight (8) hour shifts in Newark inpatient units, shall be compensated for the nine (9) University designated holidays totaling seventy two (72) hours (prorated for part-time employees; see Section A (2) above) as follows:

1. For the period July 1 through November 30 of each year, each staff member will be compensated for the four (4) University designated holidays which fall within this period while the staff member was actively employed. Payment will be made in December, and paid in one lump sum at the staff member's hourly rate of pay in effect at the time payment is made.
2. For the period December 1 through June 30 of each year, each staff member will be compensated for the five (5) University designated holidays which fall within this period while the staff member was actively employed. Payment will be made in July, and paid in one lump sum at the staff member's hourly rate of pay in effect at the time the payment is made.
3. Upon transfer from the twelve (12) hour work shift scheduling basis, or separation from employment, such staff members shall be compensated for accrued holiday pay for any University designated holiday which has not been paid, less any monies the staff member may owe the University. This provision does not apply to staff regularly scheduled to work eight (8) hour shifts.

C. PREMIUM PAY HOLIDAY

Exempt Staff

1. Exempt staff members who are not scheduled to work on a day on which a holiday occurs or are required to work on a holiday should make arrangements with their department head for an alternate day off to be charged to holiday pay. Pursuant to the FLSA regulations, exempt employees do not receive overtime or premium pay.

Non-Exempt Staff

2. If a staff member is required to work on a premium holiday (excludes Good Friday and the Day After Thanksgiving), he/she will be 1) paid at the rate of time and one half (1 1/2) for all hours worked on the holiday and 2) will either receive another day off to substitute for the holiday, or receive holiday pay for the holiday at the option of the department head. If an alternate day off is to be utilized, such day off with pay should be mutually agreed upon by the department head and staff member and should not create any additional overtime. If an alternate date cannot be agreed upon, the department head may designate a date for the holiday.

D. NON-PREMIUM PAY HOLIDAY

Non Exempt Staff

If a staff member is required to work on Good Friday or the Day After Thanksgiving which are non-premium holidays, he/she will be 1) paid at his/her regular rate of pay for all hours worked on the holiday and 2) will either receive another day off to substitute for the holiday, or receive holiday pay for the holiday at the option of the department head. If an alternate day off is to be utilized, such day off with pay should be mutually agreed upon by the department head and staff member and should not create any additional

overtime. If an alternate date cannot be agreed upon, the department head may designate a date for the holiday.

To be eligible for holiday pay, a non-exempt staff member:

If not scheduled to work on a holiday, must work on his/her scheduled workdays immediately before and after the holiday.

If scheduled to work on the holiday, he/she must work the holiday and his/her scheduled workdays immediately before and after the holiday.

Unless an exception is granted by a staff member's department head, failure to meet the above requirements will result in forfeiture of the holiday pay.

When a scheduled holiday falls on either Saturday or Sunday, the following shall apply:

For staff members on a Monday to Friday standard workweek schedule, a holiday falling on a Sunday is observed on the following Monday; a holiday falling on a Saturday is observed on the preceding Friday.

For staff members on a seven-day standard workweek schedule, a holiday falling on a Saturday or Sunday is observed on that day.