



UNIVERSITY POLICY

<u>Policy Name:</u>	<u>Holidays</u>				
<u>Section #:</u>	<u>60.3.11</u>	<u>Section Title:</u>	<u>Human Resources (HR): Non-Academic Employees</u>	<u>Formerly Book:</u>	<u>3.6.12</u>
<u>Approval Authority:</u>	<u>Senior Vice President for Human Resources and Organizational Effectiveness</u>		<u>Adopted:</u>	<u>12/1967</u>	<u>Reviewed:</u> <u>02/26/2020</u>
<u>Responsible Executive:</u>	<u>Senior Vice President for Human Resources and Organizational Effectiveness</u>		<u>Revised:</u>	<u>02/1991; 11/1998; 06/30/2006; 04/2008, 07/01/2013, 09/09/2013 (Updated title and Section 3); 02/26/2020</u>	
<u>Responsible Office:</u>	<u>University Human Resources</u>		<u>Contact:</u>	<u>policies@hr.rutgers.edu</u>	

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 Administration~~

Responsible Executive: ~~Senior Vice President for Administration~~

Responsible Office: ~~University Human Resources~~

Originally Issued: ~~12/1967~~

Revisions: ~~12/1991; 11/1998; 6/30/2006; 4/2008, 7/1/2013, 9/9/2013 (Updated title and Section 3)~~

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

1. **Policy Statement**

The ~~university~~University grants regularly appointed staff personnel annually scheduled holidays.

2. **Reason for Policy**

To inform eligible staff personnel of the ~~university~~University's holiday schedule and exceptions.

~~All regulation and procedures are subject to amendment.~~

All policies are subject to amendment. Please refer to the Rutgers University Policy Library website (policies.rutgers.edu) for the official, most recent version.

3. **Who Should Read This Policy**

This policy is applicable only to employees in legacy Rutgers positions. A legacy Rutgers position is a position which, historically, was associated with ~~the~~ Rutgers University before June 30, 2013. ~~Individuals employed in Rutgers positions are processed through the PeopleSoft (RIAS) payroll system.~~ These positions may be governed by different negotiated agreements and policies from those that would be applicable to individuals in legacy University of Medicine and Dentistry of New Jersey (UMDNJ) positions. In this regard, individuals employed in legacy Rutgers positions may be eligible for different non-State benefits than individuals who hold legacy UMDNJ positions.

4. **Resources Related Documents**

- a. University Policy Section 60.3.3; Administrative Leave
- b. Absence Reporting System overview
- c. Absence Reporting System (<http://uhr.rutgers.edu>) and system access (<https://payrolluhr.rutgers.edu>)

5. **Definitions Contacts**

~~University Human Resources 848-932-3020 N/A~~

6. **The Policy**

60.3.11 HOLIDAYS

I. Policy Statement

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

- Independence Day
- Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Day

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- 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 University Policy section 60.3.3: Administrative Leave. 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 International Union of Operating Engineers (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 848-932-3020~~ the OneSource Rutgers Faculty and Staff Service Center at 732-745-7378. Employees who are members of a bargaining unit should consult their respective Agreement for further information.

- 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~~ University's overtime policy.
- 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~~ University workweek.
- 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.
- 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

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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.

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