**Policy: Holidays – Administrative and Supervisory Staff Policy**

**Date:** October 19, 2018 **Status**: Approved

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| **Policy Type:** |   | University |
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| **Contact Office:** |   | Human Resources  |
|   |   |   |
| **Oversight Executive:** |   | Executive Director of Human Resources  |
|   |   |   |
| **Applies To:** |   | Exempt and non-exempt employees |
|   |   |   |
| **Table of Contents:** |   | Policy Statement1. Purpose
2. Summary
3. Definitions
4. Procedure
 |
| **Policy Purpose:** |   | The University designates certain days during the year as paid holidays for its employees. This policy establishes procedures for administering paid holidays.  |
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| **Policy Summary:** |   | This Policy applies to all University departments, Institutes, Centers and Schools.  |
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| **Definition of Terms in:**  |   | **Special Holiday/Early release:**A special holiday/early release is one that is not part of the normal Clarkson University holiday schedule and may ONLY be declared by the President of the University, or the President’s designee. |
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| **Policy Statement:** |  | Clarkson University schedules operations to allow faculty and staff to celebrate important national holidays. The observance of paid holidays provides additional opportunities for rest, and to enhance the total compensation provided to employees.  |
| **Procedures:** |  | The University administrative and supervisory staff observe the following holiday schedules.* **New Year’s Day** 1 January
* **Memorial Day**
* **Independence Day** 4 July
* **Thanksgiving Weekend** Thursday and Friday
* **Christmas** Three day break

**Observance:*** Whenever a holiday falls on a Sunday, the following Monday is observed as the holiday; whenever a holiday falls on a Saturday, the preceding Friday is observed as the holiday.
* If a University holiday falls during an employee’s authorized vacation period, the holiday will not be changed as a day of vacation time

**Pay:*** To receive pay for a holiday, the employee must be in an active pay status, the workday preceding and the workday following the holiday.
* Holiday time will not be paid upon termination or resignation.

**Early Release:*** The University may authorize early release time during certain times of the year (e.g. the afternoon before the December holiday, etc.) Authorization of early release times is based on several factors, and is approved at the discretion of the President or, the President’s designee.

**General Provisions:**The following items should be noted in those instances where an early release or a special holiday has been authorized:* The President’s Office or, Human Resources will provide notice to the campus in the event an early release has been authorized or, a special holiday has been declared.
* If the president declares, early dismissal, or special holiday, release will be campus wide, and not subject to individual departments. This is to ensure fair and equal treatment of all Clarkson University employees.

**Work and Scheduling During a Holiday or Release Time:**Essential personnel may be required to work during an early release or special holiday; employees should consult with their supervisor to determine whether or not, their position is considered to be “essential” for purposes of working during an early release or declared holiday.An employee who works during a holiday or early release time:* Will be paid for the hours they work and will be given appropriate compensatory time off on a straight time basis; or
* May be paid for compensatory time on a straight time basis where department determines that allowing compensatory time off would be disruptive to critical functions (hourly employees only).

An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:* Will be given compensatory time off to be taken off by the end of the fiscal year; and/or
* May have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.
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| **Related****Information:** |   |  |
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| **Policy Background:** |   |  |
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| **Major Category:** |   |  |
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| **Category Cross Reference:** |   |  |
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| **Process:** |   |  |
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| **Next Scheduled Review:** |   |  |
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| **Approved By, Date:** |   |  |
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| **Revision History:** |   |  |
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