



## 2-64 Holiday Policy

LT Approved: 07/10/18

Effective Date/: 07/01/18

Revised 06/25/18

Responsible Party: Executive Director, Human Resources

### Paid Holidays

The College recognizes specific paid holidays each year as approved by the President. Employees in the following categories are eligible to receive holiday pay:

- ◆ Exempt (salaried) employees who are classified as regular Full-time employees.
- ◆ Nonexempt (hourly) employees who are classified as regular Full-time employees.
- ◆ Faculty (12 month and 9 month)

WSU Tech reoccurring holidays observed:

Independence Day  
 Labor Day  
 Thanksgiving Day  
 Day after Thanksgiving Day  
 Christmas Eve  
 Christmas Day  
 New Year's Day  
 Memorial Day

In addition to the WSU Tech reoccurring holidays, the College may observe additional holidays annually (Fall break, Winter break, and Spring Break) as identified each fiscal year by the President.

Should a holiday fall on a Saturday, the holiday will be observed on the Friday prior to the holiday. Should a holiday fall on a Sunday, the holiday will be observed on the Monday following the holiday.

The following conditions apply to WSU Tech's holiday pay policy:

- ◆ Holiday pay **will not** be considered as time worked for the purpose of overtime calculations.
- ◆ Holiday pay is computed at an individual employee's base rate of pay.

- ◆ A Fulltime non-exempt employee works on a holiday he or she will be paid for the hours worked at the employee's regular rate of pay plus receive eight (8) hours of holiday pay.
- ◆ An exempt employee who is required to work on the holiday will be scheduled the paid holiday off within the next 3 months, on a day agreed upon by the employee and supervisor.
- ◆ Holiday pay will not be paid to an employee on any type of unpaid extended leave of absence.
- ◆ If an observed WSU Tech holiday falls on a fulltime employees regularly scheduled day off, the employee will be scheduled a paid holiday off within the next 30 days, on a day - agreed upon by the employee and supervisor-.
- ◆ Fulltime employees regularly scheduled a shift of other than 8 hours (such as 9 or 10 hour shifts) will be paid holiday pay for the number of hours scheduled if the holiday falls on a day the employee would normally be scheduled to work.
- ◆ Holidays falling on a day the employee has PTO/approved time off will be recorded as holiday pay.
- ◆ An employee must be an active employee, in a paid status, the day prior to and day following holiday(s) to be paid for the holiday(s).
- ◆ Fulltime WSU Tech employees working at other businesses or schools in the community :
  - If the work location does accommodate a WSU Tech paid holiday, the employee is off work and will record the holiday on their timesheet.
  - If the work location does not accommodate a WSU Tech holiday, the employee works and will record regular hours worked. The employee may take the paid holiday at a later date (within the next three months), with the day to be agreed upon by the employee and their supervisor.

PTO may be granted to employees who desire to observe a religious holiday which is not observed by WSU Tech, provided it does not cause an undue hardship for the College. If the employee has no PTO hours available, time off without pay may be granted.