

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **HOLIDAYS**

Policy #: **9.4**

The Board of Trustees delegates to the campuses the schedule of official holidays for each fiscal year. There are ordinarily twelve official paid holidays and one or two additional days when the University is closed and which are charged to your annual leave.

The University of Arkansas at Pine Bluff is closed for the following paid holidays:

- Independence Day
- Labor Day
- Thanksgiving Day
- the Friday following Thanksgiving
- Christmas Eve
- Christmas Day
- Additional holiday during Christmas break – in lieu of Veteran’s Day
- Additional holiday during Christmas break – in lieu of Employee’s Birthday
- New Year's Day
- Martin Luther King's Birthday
- the Friday of Spring Break (in lieu of Presidents' Day/Daisy Gatson Bates Day)
- Memorial Day

Starting in 2003, the Governor has given permission for University employees to work additional hours during the month of December which may be substituted for annual leave on those days when the University is officially closed which are not covered by holidays. Specific instructions will be sent to employees and department leave representatives annually from the Office of the Chancellor.

In addition, holidays declared by Governor’s Proclamation will be observed. Holidays are observed only by official UAPB designation. Occasionally the day designated may not coincide with the time of observance as outlined above because of conflicts with previous scheduling or with those announced for State employees. In order for employees to be paid for a holiday, they must be in a pay status for both the work day preceding and the work day following the holiday.

When a holiday, except December 25, falls on a Saturday, the preceding Friday is observed. When December 25 falls on a Saturday, the following Monday is observed. When a holiday, except December 24, falls on a Sunday, the following Monday is observed. When December 24 falls on a Sunday, the preceding Friday is observed.

If you are assigned a work schedule which requires you to work on a regularly-scheduled holiday, you may be granted time off on another date that is convenient for you and your department. If the workload in your department makes it difficult to arrange an alternate day to

observe your holiday, you may be paid for the holiday, at your regular pay rate, in accordance with provisions of the Fair Labor Standards Act.

If you are a full-time employee, you are eligible to observe these holidays at full pay. If you work less than full-time, but half-time or more, your holiday pay will be proportionate to the time worked. For example, if you work half-time, your holiday pay will be at a rate equivalent to four hours. You must be in a paid status (not on leave without pay) on your normally scheduled work day before the holiday and your normally scheduled work day after the holiday. If you are a non-student, regular hourly employee and regularly work twenty or more hours a week, you are eligible for pay for University holidays at a rate proportionate to the number of hours you regularly work, provided you work your scheduled day before and your scheduled day after the holiday. Students hourly employees are paid only for hours actually worked. You are considered a student, and therefore not eligible for holiday pay, if you are taking six or more undergraduate credits or five or more graduate credits

The observance of special religious holidays may be permitted with the approval of the supervisor. In such cases, time off is charged to annual leave.

Resource(s):
Approved by:
Approval date:
Custodian: Human Resources