

# Saint Joseph's College Policy Guidebook

## Human Resources

**Section Name:** Time Away From Work

**Section Number:** 9.01

**Effective Date:** 1/1/2023

### **SUBJECT: Holiday Time Schedule**

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#### **Purpose:**

The SJC Holiday policy provides the days the College acknowledges as holidays, a holiday schedule (subject to change based on the year, unique circumstances, etc.), and holiday pay.

#### **Applicable To:**

Regular full-time and regular part-time staff and 12M faculty. Effective the first day of employment.

#### **Procedure:**

Full time staff and 12M faculty are paid for the holidays listed in each category. A 9M\* non-exempt employee, who works during a week in which a College holiday is recognized but not listed for their category, will be paid for the holiday. Regular part-time non-exempt staff are eligible for holiday pay if the holiday is on a day the employee is normally scheduled to work.

Depending upon unique circumstances, the College reserves the right to change the holiday schedule and observation dates. If a change is made, the College community will be informed with as much advance notice as possible.

Should a Staff member resign from the College, they are expected to work on their last day of employment and not resign on a designated holiday.

Non-exempt (hourly) employees scheduled to work on a holiday will receive holiday pay for the number of hours for their regularly scheduled shift. They will receive regular pay for hours actually worked. For example, if an employee is regularly scheduled to work an eight-hour shift and works for five hours on a holiday, they will receive eight hours of holiday pay and five hours of regular pay for a total of thirteen hours. Holiday hours are not counted towards overtime hours.

During the College's Christmas Extended Holiday (see below), specific departments and/or positions are determined to be "essential" for critical calendar year end and new year College operations. Non-exempt (hourly) employees scheduled to work during this holiday time will receive holiday pay for hours worked.

Non-exempt (hourly) employees must receive management approval prior to working on a holiday.

NOTE: If a recognized holiday falls on a Saturday, it will be observed on the Friday preceding. If a recognized holiday falls on a Sunday, it will be observed on the following Monday.

**9M, 10M, 11M, and 12M Exempt (Salary) and 12M Non-Exempt (Hourly) Staff**

- New Year's Day
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Indigenous Peoples Day
- Day before Thanksgiving the College closes at Noon
- Thanksgiving Day
- Day after the Thanksgiving Holiday
- Christmas Eve Day College closes at Noon
- Christmas Day
- Christmas Extended Holiday (4) days

**9M Non-Exempt (Hourly) Staff**

- New Year's Day
- Good Friday
- Memorial Day
- Labor Day
- Indigenous Peoples Day
- Day before Thanksgiving the College closes at Noon
- Thanksgiving Day
- Day after the Thanksgiving Holiday
- Christmas Day

\*"M" refers to the number of months an employee is scheduled to work.

Employees are eligible for holiday pay during a Family Medical Leave Act (FMLA) leave.