POLICY MANUAL

BENEFITS

Number 353
Subject: Holidays with Pay
Covered Employees: Budgeted Employees
Date of Origin: January 24, 1997
Effective Date of Last Revision: July 1, 1999

353.1 POLICY

In compliance with the Utah State Board of Regents, Utah State University has designated specific days to be observed as University holidays. Budgeted employees with appointments of 50% time or greater are eligible for 12 paid holidays each year.

353.2 PROCEDURES

2.1 Holiday Schedule

The specific dates of holidays for each year will be established by the University Calendar Committee. These dates will be communicated to all employees at the start of each year.

Holidays celebrated each year include:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year's Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Human Rights Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>Presidents Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Pioneer Day</td>
<td>July 24</td>
</tr>
</tbody>
</table>
Labor Day: First Monday in September
Thanksgiving Day: Fourth Thursday in November
Friday following Thanksgiving: Fourth Friday in November
Christmas Day: December 25
Christmas Break: Two variable days as recommended by the University Calendar Committee and approved by the President

2.2 Variations in Standard Holiday Schedule

Holidays may be substituted by the President of the University, but may not exceed 13 holidays.

University holidays that occur on Saturday will generally be observed the preceding Friday. Holidays that occur on Sunday will generally be observed the following Monday.

If a holiday occurs on an employee's regularly scheduled day off, the employee may observe the holiday by taking off another regular work day, normally during the same work week. This must be scheduled with the supervisor.

Eligible employees who are required to work on a recognized University holiday are entitled to a compensating day off during the same pay period. This must be scheduled with the supervisor.

2.3 Holiday Compensation

Full-time budgeted employees will receive their normal compensation for observed holidays (based on an 8-hour day). Eligible part-time employees will receive compensation in proportion to the percentage of their appointment (i.e., 50%, 75%, etc.)

Paid holiday hours will not be counted as hours worked when calculating overtime compensation for non-exempt employees. Overtime will be paid only when the number of hours actually worked exceeds 40 per week.

2.4 Days of Religious Observance

The University recognizes the existence of various days of religious observance or obligation. Consistent with nondiscrimination policy and to provide flexibility for personal choice, an employee may request time off for religious observance. If an employee wishes to observe a particular religious holiday, he/she must arrange in advance for time off. If the leave is paid, it will be deducted from annual leave.
2.5 New Hire, Termination, and Leave of Absence Dates
In Conjunction with Holidays

A holiday may not be reported as a hire or termination date unless the individual is actually working that day. A leave of absence without pay of three months or longer may not begin immediately following a paid holiday nor end immediately before a paid holiday.

353.3 RESPONSIBILITY

3.1 University Calendar Committee

The University Calendar Committee is responsible for communicating the annual holiday schedule to all University employees.