



## XAVIER UNIVERSITY

### Holidays

**Effective:** April 30,2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### A. POLICY

All continuing employees are eligible for paid holidays. Employees who work regular schedules shall receive holiday pay equal to the number of hours normally scheduled on the day of the holiday. Employees who work irregular schedules or are scheduled to work on weekends shall receive holiday pay equal to one-fifth of their normal workweek.

#### C. PROCEDURE

Guidelines for holiday benefits are as follows:

1. The official holiday schedule is posted at:

<https://www.xavier.edu/hr/holiday-schedule/index>

2. If a holiday occurs during an employee's vacation, the holiday is not charged to vacation time.

3. In some offices and departments where continued operation is essential, it may be necessary for employees to work on a holiday. In such case the employee will receive holiday pay plus pay for all hours worked on the holiday.

4. Holidays are considered time worked in the calculation of overtime pay.

5. If a holiday falls on a normal day off for an employee who works rotating shifts, the employee may be granted holiday pay, provided he/she works the last scheduled work day prior to and the first scheduled work day following the holiday, unless the failure to work on either or both such days is excused because of: 1) personal illness or injury, or 2) other extraordinary circumstances beyond the control of the employee. The Supervisor must notify the Payroll Office if holiday pay is forfeited for this reason.

6. Holiday pay may be forfeited if an employee is absent without cause on the scheduled workday preceding or following the holiday.

7. Temporary employees are not eligible for holiday pay.

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**Other applicable policies and/or resources:**

Hours of Work  
Reporting Time Worked  
Overtime  
Vacation