



XAVIER UNIVERSITY Holidays

Effective: January 1, 2026

Last Updated: November 10, 2025

Last Review: November 10, 2025

Responsible University Office: Human Resources

Responsible Executive: Vice President for Human Resources, CHRO

Scope: All University Employees

A. POLICY

All continuing employees are eligible for paid holidays. Employees who work regular schedules shall receive holiday pay. Holiday pay is defined as pay equal to the number of hours normally scheduled and then worked on the day of the holiday. However, holiday hours are not counted as hours worked when calculating overtime.

B. PROCEDURE

Guidelines for holiday benefits are as follows:

1. The holiday schedule can be found under [Holiday Schedule](#) on the Office of Human Resources site.
2. If a holiday occurs during an employee's vacation, the holiday is not charged against PTO (Paid Time Off).
3. In some offices and departments where continued operation is essential, it may be necessary for employees to work on a holiday. In such cases, the employee who works the holiday will receive holiday pay plus pay for all hours worked on the actual holiday.
4. Temporary employees are not eligible for holiday pay.

C. HISTORY

The Holidays Policy was updated with minor changes in January 2026.

D. POLICY REVIEW SCHEDULE

Next Review: Fall of 2026

Other applicable policies and/or resources: n/a