Subject/Title: Compensation Related to University Holidays

FPU Policy Number: FPU-1.0081P

___ New Policy  _X_ Major Revision of Policy __ Minor Technical Revision of Policy

Date First Adopted: November 10, 2015
Date Revised: November 10, 2016

Responsible Division/Department: Human Resources

Initiating Authority: Mark Mroczkowski, VP and CFO

A. APPLICABILITY/ACCOUNTABILITY:
   This policy applies to all non-OPS employees.

B. POLICY STATEMENT:
   The University observes the holidays (or designated alternate days if the holidays fall on a Saturday or Sunday) as provided in FPU-1.008 University Holidays (“University Holidays”).
   1. Eligibility for Holiday Pay. To be eligible for holiday pay, a University employee must be in a non-OPS position and in active pay status, either by having worked or using leave, for a minimum of fifty (50) percent of the scheduled work day immediately prior to the University Holiday.
   2. Non-Exempt Employees Working on the Observed University Holiday. A non-exempt, non-OPS University employee who is required to work on the observed University Holiday will be compensated at one and one half times (1½) the employee’s regular rate for actual hours worked on the observed University Holiday (12:00 am through 11:59 pm) and holiday pay (maximum of 8 hours).
   3. Observed University Holiday Falls on Non-Exempt Employee’s Regularly Scheduled Day Off. If the observed University Holiday falls on the non-exempt, non-OPS University employee’s regularly scheduled day off, the employee will receive holiday pay and the employee’s immediate supervisor will adjust the employee’s schedule so that the employee does not exceed the employee’s standard workweek.

C. DEFINITIONS:
   Active pay status- means that the employee must either be working or using approved annual or sick leave to compensate for hours not worked.