



Authority <b>State Personnel Commission, UNC Board of Governors</b>
Title <b>Holiday Policy</b>
Responsible Office <b>Human Resources</b>
Subject <b>Leave</b>
Applies to <b>Faculty, EPA Non-faculty and SPA Permanent Employees</b>

**History:** Last revised:

**Additional References:** State Personnel Act, UNC Policy Manual, NC A&T Holiday Schedule

**Related Policies:**

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## 1. POLICY STATEMENT

NC A&T SU adopts a holiday schedule annually for all EPA and SPA employees that provides for 11 paid holidays per year except in those years in which Christmas Day falls on a Tuesday, Wednesday or Thursday, the schedule shall not provide for more than 12 paid holidays.

## 2. ELIGIBILITY FOR HOLIDAYS

An employee is eligible for a holiday when the employee is:

- In pay status through the holiday, or
- In pay status for one-half or more of the workdays and holidays in the month when a short leave without pay is involved.

An employee is not eligible for a holiday when:

- The holiday occurs before the beginning date of employment, or
- The holiday occurs after the last day of work when an employee separates or goes on extended leave without pay

**EXCEPTIONS:** If a holiday falls at the first of a month and the employee began work on the first available workday or if a holiday falls at the end of the month and the employee is in pay status through the last available workday, pay is received for the holiday.

An employee who works a schedule that is less than twelve (12) months shall only be eligible for the holidays that occur during the months the employee is scheduled to work.

### **3. RELIGIOUS OBSERVANCES**

Supervisors shall make efforts to accommodate an employee's request to be away from work for certain religious holiday observances; however, nothing shall obligate the University to make accommodation if, in accommodating the request, it would result in undue hardship on the University or its employees.

Supervisors shall consider the following factors in accommodating religious holidays:

- Whether the accommodation creates greater risk to the health and safety of the employee, fellow employees, or the general public,
- Whether expenses to the State will increase by accommodating the request,
- Whether meaningful work can be provided under the circumstances in which the employee will be working, and
- Whether supervision can be provided if deemed necessary.

Religious holidays shall be accommodated by:

- Adjusting the work schedule of the employee to the extent that it does not significantly impact the rights of other employees, or
- Allowing the employee to exchange another holiday for the religious holiday. The unscheduled religious holiday and the substitute holiday shall occur in the same calendar year.

If the religious holiday cannot be accommodated by the above, the employee shall use the Vacation Leave Policy. If an employee has accrued vacation leave, no request for vacation leave shall be denied unless it would create an emergency condition which cannot be prevented in any other manner.

### **4. HOLIDAY PREMIUM PAY**

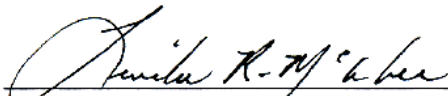
SPA employees who are required to work on a designated holiday are eligible for Holiday Premium Pay (additional half-time plus equal time off). NC A&T SU designates the premium pay holiday dates.

For SPA employees required to work on a holiday, it is necessary to schedule equal time off before or after the actual holiday. The time off should normally be scheduled within thirty days of the holiday.

If equal time off is not given within twelve (12) months, it shall be paid in the employee's next regular pay check. If the employee separates before the holiday occurs but after the equal time off has been taken, it shall be deducted from the final paycheck. If the employee separates after the holiday occurs but before the time off has been taken, it shall be paid in the employee's final paycheck.

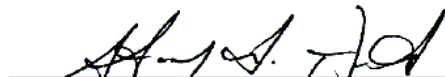
When a scheduled workday is greater than eight (8) hours, all hours above eight (8) shall be charged to vacation leave to equalize holiday benefits.

Approved:



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Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



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Stanley F. Battle, Chancellor

Date: 1/10/08