

University Policy 3110: Holidays with Pay

Category: Human Resources

Subcategory: Benefits

Covered Individuals: Benefit-Eligible Employees

Responsible Executive: Vice President for Finance & Administrative Services

Policy Custodian: Office of Human Resources, Associate Vice President of Human Resources

Last Revised: 2022/10/14

Previous USU Policy Number: 353: Holidays with Pay

3110.1 PURPOSE AND SCOPE

In compliance with the Utah Board of Higher Education, Utah State University (USU) has designated specific days to be observed as university holidays. Benefit-eligible employees are given 13 paid holidays each year (USU [Policy 3302: Benefited Employment](#)).

3110.2 POLICY

2.1 Holidays

The specific dates of holidays for each year will be established by the University Calendar Committee. These dates will be posted at least 12 months prior to the start of each calendar year on the [USU Holiday Calendar website](#).

The university designates the following as paid holidays:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Freedom Day	Third Monday in June
Independence Day	July 4
Pioneer Day	July 24
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25
USU Holiday Break	Two (2) additional days as recommended by the University Calendar Committee and approved by the president.

2.2 Variations in Standard Holiday Schedule

University holidays that occur on Saturday will be observed the preceding Friday. Holidays that occur on Sunday will 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 some other regular work day, preferably during the same pay period. This must be requested and approved by the employee's supervisor.

Eligible employees, who are required to work on a recognized university holiday, are entitled to an alternative paid day off during the same pay period. This must be requested and approved by the employee's supervisor.

2.3 Holiday Compensation

Full-time benefit-eligible 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 hours 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, they must arrange in advance for time off. If the leave is paid, it will be deducted from vacation leave.

3110.3 RESPONSIBILITIES

3.1 University Calendar Committee

Review, evaluate, and recommend the university's employee holidays. The committee recommendations are first reviewed by the Faculty Senate and Staff Employee Association (SEA), then reviewed and ratified by the Executive Committee.

Post the annual holiday schedule on the university's Holiday Calendar website at least 12 months prior to the beginning of the next calendar year.

3.2 Executive Committee

Review and ratify the university's employee holidays recommended by the University Calendar Committee.

3110.4 REFERENCES

- [USHE Policy 821: Employee Benefits](#)
- [HB238 State Holiday Modifications](#)
- [University Holiday Calendar](#)

3110.5 RELATED USU POLICIES

- [USU Policy 3302: Benefited Employment](#)

3110.6 DEFINITIONS

6.1 Benefit-Eligible Employee

Budgeted and eligible for all USU benefits and work at least 20 hours a week. (Affordable Care Act (ACA) eligible employees are not considered fully benefited employees as they are only eligible for medical coverage.)

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- N/A

Guidance

- N/A

Related Forms and Tools

- N/A

Contacts

- Calendar Committee Chair, [Provost's Office](#)
- [USU Office of Human Resources](#)

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2022/10/14

Next scheduled review date: N/A

Previous revision dates:1999/07/01