

<b>Policy title</b> Holidays	<b>Category</b> Human Resources
<b>Owner</b> Human Resources	<b>Approved by</b> Board of Governors

## Policy statement

Nebraska Wesleyan University holiday schedule is set in accordance with the academic calendar and announced each spring.

- If the holiday is on a Saturday, the paid holiday is scheduled on the prior Friday.
- If the holiday is on a Sunday, the paid holiday is scheduled on the following Monday.

Employees must work, or use accrued, paid time off for the shift prior to and following the holiday to receive the holiday as paid time off. If there are multiple days in a row that are paid holidays, the employee must work, or use accrued, paid time off, for the same number of shifts as there are paid holidays prior to the holiday and immediately following the holiday in order to be eligible to receive holiday pay. For example, NWU offers 2 days of paid holiday for Thanksgiving and the day after Thanksgiving. To be eligible for holiday pay, employees must work, or use approved paid time off benefits for the two shifts immediately before and two shifts immediately following the holiday in order to be eligible to receive the holiday pay.

Twelve paid holidays for employees who work twelve-month assignments are approved by the President and listed on the Human Resources website annually.

- NWU holidays include Thanksgiving, the Friday after Thanksgiving, Christmas, New Year's Day, Martin Luther King Birthday, Good Friday, Easter Monday, the Monday after Commencement, Memorial Day, Juneteenth, Independence Day, Labor Day.

Holidays for employees who work less than full-time are prorated using their Full-time Equivalency (FTE) for those holidays that fall during their normal work schedule or period of appointment. Staff employees who are budgeted at .30 FTE to 1.0 FTE are eligible for prorated holiday pay. For example, a half-time, 12-month employee budgeted at .50 FTE would receive all holidays at 50% time or 4 hours per day.

Hourly paid employees are required to enter holiday pay in their timesheet. Holidays are part of the employees' regular schedule and are not paid as additional salary. Holiday hours do not count as "hours worked" toward NWU's overtime calculation.

Employees who must work on the holiday receive a corresponding day off arranged with the approval of the supervisor or will be paid their holiday time and worked time.

Questions about this policy and implementation procedures should be referred to the Human Resources Office.