

# University of Scranton Staff Policy

Office of Human Resources

Executive Sponsor:  
Office of Human Resources  
Responsible Office:  
Office of Human Resources  
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## Holiday Pay and Time Off

### I. Policy Statement

The Holiday Pay and Time-off Policy established procedures and guidance for staff and supervisors with regard to non-exempt staff working holidays, both federal holidays and University holidays. This policy outlines the pay parameters for non-exempt staff members who work on a holiday. This policy also outlines the parameters for non-exempt staff who elect to bank awarded holiday hours versus payment for awarded hours.

### II. Purpose for Policy

The purpose of the Holiday Pay and Time-off Policy is to provide procedures to follow for multiple working situations for non-exempt staff working on holidays. Specific pay rules are in place for non-exempt staff who work on holidays, and this policy will establish the procedures to follow in each situation.

### III. Entities Affected By This Policy

The Holiday Pay and Time-off Policy applies to non-exempt University staff. This policy is maintained by the Office of Human Resources, and is available for viewing on the [Office of Human Resources](#) website.

### IV. Website Address for this Policy

[www.scranton.edu/hr](http://www.scranton.edu/hr)

[www.scranton.edu/academics/provost](http://www.scranton.edu/academics/provost)

### V. Related Documents, Forms, and Tools

[Staff and Administrator's Handbook](#)

### VI. Contacts

Office of Human Resources:

[hr@scranton.edu](mailto:hr@scranton.edu)

570-941-7767

### VII. Definitions

1. Holiday: federal holiday

2. University holiday: a designated day the University is closed that is not a weekend day. This applies to federal holidays as well as other designated days the University is closed. Designated University holidays are released each year in February for the upcoming academic year.
3. Holiday bank: holiday hours will be placed in the Banner in a bank reserved for holiday hours only.
4. Holiday hours: staff scheduled to work seven-hour shifts will receive seven hours to bank or be paid; staff scheduled to work eight-hour shifts will receive eight hours to bank or be paid.

### **XIII. Procedures**

The following procedures apply to declared University holidays other than the Christmas and New Year's Holiday.

- A. Full time staff are eligible for all University holidays. Part time staff, as defined in Staff Handbook will only receive holiday pay if the holiday falls on the staff member's regularly scheduled work day.
  - a. Staff who work on a University holiday will be paid time and one half their regular hourly rate for all hours worked on the holiday regardless of the number of hours they have worked in the current work week.
  - b. Staff will also receive holiday hours for working the holiday. The staff has the choice to either be paid regular straight time for the holiday hours, or bank those hours for later use. The staff's supervisor will notify Human Resources in situations where staff choose to bank their holiday hours. Human Resources will record the hours in Banner. If the staff chooses to be paid the holiday hours, the staff will annotate that on staff's timecard.
  - c. If a holiday falls on a weekend, the following procedures apply:
    - i. If the staff works the actual holiday and the University observed holiday, staff will be paid time and one half for all hours worked on the actual and observed holiday; staff will also receive holiday hours for working on the University observed holiday to be either banked or paid out. Staffs will not receive holiday hours for working the federal holiday on the weekend.
    - ii. If the staff works on the University observed holiday but is regularly scheduled off, staff will be paid time and one half for working the holiday and will receive holiday hours.
    - iii. If the staff's regularly scheduled day off falls on a holiday, staff will have the choice to be either paid holiday pay in that work week for that day as straight-time in that work week, or bank the holiday hours.
    - iv. If the staff is off on the University holiday, and it is not their regularly scheduled day off, they will be paid holiday pay as straight time.
  - d. In situations where a staff member works a partial day on a holiday, they will be paid time and one half for all hours worked, and will also receive holiday pay. The staff member will not have the option to bank partial holiday hours.
  - e. If a staff member is working an approved modified work schedule, and the holiday falls on the day the staff member has the modification, Human

Resources will render a decision on a case by case basis as to how to apply this policy.

**B. Christmas/New Year's Holiday**

The University is closed during the Christmas and New Year's holiday, dates defined annually with Human Resources. Staff who work during the Christmas and New Year holiday will be paid time and one half their regular hourly rate for hours worked, and will also be paid holiday hours pay.

**C. Unscheduled Absences:**

- a. Staff with an unscheduled absence when scheduled to work a holiday must provide a bona-fide excuse to the Office of Human Resources. If the absence is due to an illness, sick time will be used. If the absence is deemed to be unexcused, the staff member must use vacation or personal time. The absence is subject to disciplinary action in accordance with the Disciplinary & Corrective Action Policy.

**D. Approval:**

- a. Once a staff member has accumulated holiday hours, they will be able to request time off. The supervisor will approve or disapprove requests for time off based on the needs of the department.

**E. Banking/Pay for Holiday Hours:**

- a. A staff member must decide whether to bank holiday hours or receive a payout in the pay period of the holiday(s). Once the staff member decides, staff member cannot change their decision after the pay period.
- b. Holiday hours will be paid or banked in full lot increments. Staff members either bank the full day of hours or is paid for the full day. Staff members cannot break up the hours; for example, choose to be paid for four hours and bank four hours.

**F. Use or Lose**

- a. Once a staff member has banked holiday hours, the hours must be taken during a static twelve-month period. The twelve-month period begins September 1<sup>st</sup>, and ends August 31<sup>st</sup>.
- b. Accumulated holiday hours must be taken during this time frame or the staff member will lose the hours. If a staff member requests to use holiday time and the supervisor disapproved the request, the staff will be paid-out for the amount hours disapproved the first pay period after September 1<sup>st</sup>.
- c. Staff members voluntarily terminating their employment with the University will receive a payout for unused banked holiday time, provided appropriate notice of voluntary termination has been given by the staff member. At minimum, a two-week notice (14 days) is considered a proper notice.

**G. Notifying Human Resources and Payroll:**

- a. The supervisor is responsible for notifying Human Resource that a staff member has elected to bank holiday hours. If a staff member chooses to be paid for the holiday, the staff member will annotate on their timecard.

**H. Amendment of this Policy:**

- a. The University reserves the right to alter, amend or withdraw this policy at any time.