

Employee Class	Holiday	4 Hour Early Closure - Thanksgiving	2 Hour Early Closure - Christmas & New Year's	Holiday - Ineligible	Holiday - Not scheduled to work	Overtime	Termination
Professional/Exempt (Regular, Temporary Full-Time & Part-Time Exempt Staff)	<p>An employee will be entitled to pay for the holidays provided the employee is in an <i>uninterrupted pay status the last scheduled workday preceding the holiday and the first scheduled workday following the holiday</i>.</p> <p>To meet eligibility requirements, paid time off must be applied consecutively and immediately following the last day worked.</p> <p>Kronos: each university-designated holiday will automatically load eight (8) hours "Holiday Pay" into Kronos based on the employee's class policy. The Kronos Manager does not need to manually enter the Holiday Pay code for employees, however they may need to manually adjust it for ineligibility. (See "Holiday-Ineligible" below.)</p>	<p>On the Wednesday preceding the Thanksgiving holiday, the work shift for regular, full-time employees will normally be reduced by four (4) hours.</p> <p>Eligibility for salaried employees who have physically worked four (4) or more hours on the early closure day prior to Thanksgiving holiday.</p> <p>Kronos: no entries are automatically loaded and nothing needs entered unless the employee requests to take their whole shift off, then vacation and/or sick time must be used to cover the whole shift (normally eight (8) hours.)</p>	<p>On the last university workday preceding Christmas Day and New Year's Day, workdays for regular, full-time employees are normally reduced by four (4) hours.</p> <p>Eligibility for salaried employees who have physically worked six (6) or more hours on the early closure day prior to Christmas & New Year's holiday.</p> <p>Kronos: no entries are automatically loaded and nothing needs entered unless the employee requests to take their whole shift off, then vacation and/or sick time must be used to cover the whole shift (normally eight (8) hours.)</p>	<p>Kronos: If an employee is not eligible for the holiday pay, the Kronos Manager will need to enter the pay code "<i>Holiday Pay</i>" with -8.00 hours.</p> <p>Examples of interrupted pay status:</p> <p>FML Self/Family - NonPaid Extended Sick Leave Mutual Leave Military Extended Leave Parental Leave - Paid* Parental Leave - NonPaid Suspension - Unpaid Unpaid Time Off</p> <p>*Parental Leave - Paid is not eligible for holiday pay. Please adjust the holiday pay as mentioned above and add the "<i>Parental Leave - Paid</i>" code with 8.00 hours.</p>	Not Applicable	Not Applicable	If an employee terminated employment, no pay will be received for holidays occurring after the last day worked even though holidays fall within the period of the employee's projected terminal vacation leave (if any).
Hourly Non-Exempt Staff (Regular and Temporary Full-Time Non-Exempt Staff)	<p>An employee will be entitled to the equivalent of eight (8) hours of pay for each of the university-designated holidays provided the employee is in <i>pay status for forty (40) hours (including holiday pay)</i> during the work week of the designated holiday.</p> <p>Kronos: each university-designated holiday will automatically load eight (8) hours "Holiday Pay" into Kronos based on the employee's class policy. The Kronos Manager does not need to manually enter the Holiday Pay code for employees, however they may need to manually adjust it for ineligibility. (See "Holiday-Ineligible" below.)</p>	<p>On the Wednesday preceding the Thanksgiving holiday, the work shift for regular, full-time employees will normally be reduced by four (4) hours. The reduced work shift permits time off with pay for employees who work a full four (4) hours on these days to prepare for the holiday.</p> <p>Eligibility is for employees who have physically worked four (4) or more hours on the early release day.</p> <p>Employees who work on these days and cannot be granted the four (4) hours off will receive four (4) hours additional pay at the regular straight-time rate.</p> <p>Kronos: pay code "<i>Regular BW Hourly</i>" will automatically load four (4) hours into timesheets. Any corrections needed will require a manual adjustment by the Kronos Manager prior to the Kronos sign-off deadline.</p>	<p>On the last University workday preceding Thanksgiving, workshifts for regular, full-time employees are normally reduced by two (2) hours.</p> <p>1st and 2nd shift workers: who have been in pay status for six (6) or more hours on the designated early closure day with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i>.</p> <p>3rd shift workers: who have been in pay status for six (6) or more hours with shift start times on the night before the designate early closure with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i>.</p> <p>The reduced workshift permits two (2) hours time off with pay for employees who work on these days. Employees who work on these days and cannot be granted the two (2) hours off will receive two (2) hours additional pay at the regular straight-time rate.</p> <p>Employees need to be at work at the time of the closure.</p> <p>Kronos: pay code "<i>Regular BW Hourly</i>" will automatically load two (2) hours into timesheets.</p> <p>Any corrections needed will require a manual adjustment by the Kronos Manager prior to the Kronos sign-off deadline.</p>	<p>Kronos: If an employee is not eligible for the holiday pay, the Kronos Manager will need to enter the pay code "<i>Holiday Pay</i>" with -8.00 hours.</p> <p>Examples of interrupted pay status:</p> <p>FML Self/Family - NonPaid Extended Sick Leave Mutual Leave Military Extended Leave Parental Leave - Paid* Parental Leave - NonPaid Suspension - Unpaid Unpaid Time Off</p> <p>*Parental Leave - Paid is not eligible for holiday pay. Please adjust the holiday pay as mentioned above and add the "<i>Parental Leave - Paid</i>" code with 8.00 hours.</p>	<p>Kronos: If an employee is not scheduled on the university-designated holiday, the Kronos Manager will need to enter the pay code "<i>Holiday Pay</i>" with -8.00 hours and enter pay code "<i>Holiday Sched Day Off</i>" with 8.00 hours. Please note that "Holiday Sched Day Off" is not applicable to the calculation of overtime.</p>	<p>When required to work on a calendar day on which a holiday falls but not required to work the university-designated holiday which falls either preceding or following the calendar holiday, an employee will be entitled to receive premium pay on the calendar holiday.</p> <p>If required to work a normal eight (8)-hour shift on a calendar day on which a holiday falls and also required to work on the university-designated holiday, an employee will be entitled to receive premium pay on the calendar holiday only.</p> <p>Kronos: automatically calculates "<i>Holiday Worked</i>" for hours worked on the university-designated holiday and no entries or adjustment will need made by the Kronos Manager.</p>	If an employee terminates employment, no pay will be received for a designated holiday occurring after the last day worked even though the holiday falls within the period of the employee's projected terminal vacation leave (if any).
Part-time/ Temporaries (Regular Part-Time Non-Exempt Staff and Temporary Part-Time Non-Exempt Staff)	<p>Regular part-time employees are eligible to receive holiday pay for the hours they normally are scheduled to work up to a maximum of six (6) hours.</p> <p>Kronos: pay code "<i>Holiday Pay</i>" should be entered by the Kronos Manager (if not pre-populated).</p> <p>Employees <i>do not receive holiday pay if they are not in active pay status for the week during which the holiday is recognized.</i> (See "Holiday-Ineligible" below.)</p>	<p>Employees who are normally scheduled to work between 3:00 PM and 5:00 PM on the day(s) the university closes early prior to certain holidays will not suffer a loss of earnings due to the early closing.</p> <p>Because of the unusual schedule followed by Dining, this procedure does not apply to Dining regular, part-time staff personnel. Part-time staff personnel employees working in Dining and Catering should check with their supervisors regarding holiday pay practices in those areas.</p> <p>Kronos: Kronos Manager will enter pay code "<i>Provisional Pay</i>" with a maximum of four (4) hours for the hours they normally would have been scheduled to work.</p>	<p>Employees who are normally scheduled to work between 3:00 PM and 5:00 PM on the day(s) the university closes early prior to certain holidays will not suffer a loss of earnings due to the early closing.</p> <p>Because of the unusual schedule followed by Dining, this procedure does not apply to Dining regular, part-time staff personnel. Part-time staff personnel employees working in Dining and Catering should check with their supervisors regarding holiday pay practices in those areas.</p> <p>Kronos: Kronos Manager will enter pay code "<i>Provisional Pay</i>" with a maximum of two (2) hours for the hours they normally would have been scheduled to work.</p>	<p>Kronos: If an employee is not eligible for the holiday pay, the Kronos Manager will need to enter the pay code "<i>Holiday Pay</i>" with -6.00 hours (if the Holiday was pre-populated in Kronos).</p> <p>*Casual and substitute employees are not eligible for holiday pay.</p>	<p>Employees who are not scheduled to work on the day(s) the university-designated holidays <i>will not receive holiday pay or have an entry in Kronos.</i></p>	<p>When required to work on a calendar day on which a holiday falls but not required to work the university-designated holiday which falls either preceding or following the calendar holiday, an employee will be entitled to receive premium pay on the calendar holiday. If required to work a normal eight (8)-hour shift on a calendar day on which a holiday falls and also required to work on the university designated holiday, an employee will be entitled to receive premium pay on the calendar holiday only.</p> <p>Kronos: pay code "<i>Holiday Pay</i>" should be entered by the Kronos Manager (if not pre-populated) for the "<i>Holiday Worked</i>" to calculate hours worked on the University-designated holiday.</p>	If an employee terminates employment, no pay will be received for holidays occurring after the last day worked even though the holidays fall within the period of the employee's projected terminal vacation leave if any.

Employee Class	Holiday	4 Hour Early Closure - Thanksgiving	2 Hour Early Closure - Christmas & New Year's	Holiday - Ineligible	Holiday - Not scheduled to work	Overtime	Termination
<p>Hourly Non-Exempt Service (12 month)</p>	<p>An employee will be entitled to the equivalent of eight (8) hours of pay for each of the university-designated holidays provided the employee is in an <i>uninterrupted pay status the last scheduled workday preceding the holiday and the first scheduled workday following the holiday</i> .</p> <p>To meet eligibility requirements, paid time off must be applied consecutively and immediately following the last day worked.</p> <p>Kronos: each university-designated holiday will automatically load eight (8) hours "Holiday Pay" into Kronos based on the employee's class policy. The Kronos Manager does not need to manually enter the Holiday Pay code for employees, however they may need to manually adjust it for ineligibility. (See "Holiday-Ineligible" below.)</p>	<p>On the last University workday preceding Thanksgiving, workshifts for regular, full-time employees are normally reduced by four (4) hours.</p> <p><u>1st and 2nd shift workers:</u> who have been in pay status for four (4) or more hours on the designated early closure day with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p><u>3rd shift workers:</u> who have been in pay status for four (4) or more hours with shift start times on the night before the designate early closure with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p>The reduced workshift permits four (4) hours time off with pay for employees who work on these days. Employees who work on these days and cannot be granted the four (4) hours off will receive four (4) hours additional pay at the regular straight-time rate.</p> <p><i>Employees need to be at work at the time of the closure.</i></p> <p>Kronos: pay code <i>"Regular BW Hourly"</i> will automatically load four (4) hours into timesheets.</p> <p>Any corrections needed will require a manual adjustment by the Kronos Manager prior to the Kronos sign-off deadline.</p>	<p>On the last University workday preceding Thanksgiving, workshifts for regular, full-time employees are normally reduced by two (2) hours.</p> <p><u>1st and 2nd shift workers:</u> who have been in pay status for six (6) or more hours on the designated early closure day with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p><u>3rd shift workers:</u> who have been in pay status for six (6) or more hours with shift start times on the night before the designate early closure with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p>The reduced workshift permits two (2) hours time off with pay for employees who work on these days. Employees who work on these days and cannot be granted the two (2) hours off will receive two (2) hours additional pay at the regular straight-time rate.</p> <p><i>Employees need to be at work at the time of the closure.</i></p> <p>Kronos: pay code <i>"Regular BW Hourly"</i> will automatically load two (2) hours into timesheets.</p> <p>Any corrections needed will require a manual adjustment by the Kronos Manager prior to the Kronos sign-off deadline.</p>	<p>Kronos: If an employee is not eligible for the holiday pay, the Kronos Manager will need to enter the pay code <i>"Holiday Pay"</i> with -8.00 hours.</p> <p>Examples of interrupted pay status:</p> <p>FML Self/Family - NonPaid Extended Sick Leave Mutual Leave Military Extended Leave Parental Leave - Paid* Parental Leave - NonPaid Suspension - Unpaid Unpaid Time Off</p> <p>*Parental Leave - Paid is not eligible for holiday pay. Please adjust the holiday pay as mentioned above and add the <i>"Parental Leave - Paid"</i> code with 8.00 hours.</p>	<p>Kronos: If an employee is not scheduled on the university-designated holiday, the Kronos Manager will need to enter the pay code <i>"Holiday Pay"</i> with -8.00 hours and enter pay code <i>"Holiday Sched Day Off"</i> with 8.00 hours. Please note that "Holiday Sched Day Off" is not applicable to the calculation of overtime.</p>	<p>When required to work on a calendar day on which a holiday falls but not required to work the University designated holiday which falls either preceding or following the calendar holiday, an employee will be entitled to receive premium pay on the calendar holiday.</p> <p>When required to work on the University-designated holiday but not required to work on the calendar day on which the holiday falls, an employee will be entitled to receive premium pay on the University designated holiday.</p> <p>Kronos: automatically calculate <i>"Holiday Worked"</i> for hours worked on the University-designated holiday and no entries or adjustment will need made by the Kronos Manager.</p> <p>If required to work a normal eight (8) hour shift on a calendar day on which a holiday falls and also required to work on the University-designated holiday, an employee will be entitled to receive premium pay on the calendar holiday only.</p>	<p>If an employee terminates employment, no pay will be received for holidays occurring after the last day worked even though the holidays fall within the period of the employee's projected terminal Paid Time Off (if any).</p>
<p>Hourly Non-Exempt Service (At least 9 months & less than 12 month)</p>	<p>A regular full-time employee working at least nine (9) months but less than twelve (12) months on a fiscal year basis will qualify for holiday pay if:</p> <p>The employee works or is in pay status the full number of hours for which he/she is scheduled to work on his/her last scheduled day of work before the Holiday and his/her first scheduled day of work after the Holiday, as well as on the Holiday itself.</p> <p>The employee works or is in pay status the full number of hours for which he/she is scheduled to work on his/her last scheduled day of work before the holiday. (Applies to Memorial Day and Independence Day.)</p> <p>Holidays that occur within a "non-paid leave period" will not be paid. Holidays that occur within a continuous "paid leave period" will be paid. (The employee must be on paid leave both the day before and the day after the holiday to be eligible for holiday pay.)</p>	<p>On the last University workday preceding Thanksgiving, workshifts for regular, full-time employees are normally reduced by four (4) hours.</p> <p><u>1st and 2nd shift workers:</u> who have been in pay status for four (4) or more hours on the designated early closure day with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p><u>3rd shift workers:</u> who have been in pay status for four (4) or more hours with shift start times on the night before the designate early closure with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p>The reduced workshift permits four (4) hours time off with pay for employees who work on these days. Employees who work on these days and cannot be granted the four (4) hours off will receive four (4) hours additional pay at the regular straight-time rate.</p> <p><i>Employees need to be at work at the time of the closure.</i></p> <p>Kronos: pay code <i>"Regular BW Hourly"</i> will automatically load four (4) hours into timesheets.</p> <p>Any corrections needed will require a manual adjustment by the Kronos Manager prior to the Kronos sign-off deadline.</p>	<p>On the last University workday preceding Thanksgiving, workshifts for regular, full-time employees are normally reduced by two (2) hours.</p> <p><u>1st and 2nd shift workers:</u> who have been in pay status for six (6) or more hours on the designated early closure day with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p><u>3rd shift workers:</u> who have been in pay status for six (6) or more hours with shift start times on the night before the designate early closure with at <i>least one (1) hour physically worked prior to the end of their scheduled shift or preceding the early release</i> .</p> <p>The reduced workshift permits two (2) hours time off with pay for employees who work on these days. Employees who work on these days and cannot be granted the two (2) hours off will receive two (2) hours additional pay at the regular straight-time rate.</p> <p><i>Employees need to be at work at the time of the closure.</i></p> <p>Kronos: pay code <i>"Regular BW Hourly"</i> will automatically load two (2) hours into timesheets.</p> <p>Any corrections needed will require a manual adjustment by the Kronos Manager prior to the Kronos sign-off deadline.</p>	<p>Kronos: If an employee is not eligible for the holiday pay, the Kronos Manager will need to enter the pay code <i>"Holiday Pay"</i> with -8.00 hours.</p> <p>Examples of interrupted pay status:</p> <p>FML Self/Family - NonPaid Extended Sick Leave Mutual Leave Military Extended Leave Parental Leave - Paid* Parental Leave - NonPaid Suspension - Unpaid Unpaid Time Off</p> <p>*Parental Leave - Paid is not eligible for holiday pay. Please adjust the holiday pay as mentioned above and add the <i>"Parental Leave - Paid"</i> code with 8.00 hours.</p>	<p>Kronos: If an employee is not scheduled on the university-designated holiday, the Kronos Manager will need to enter the pay code <i>"Holiday Pay"</i> with -8.00 hours and enter pay code <i>"Holiday Sched Day Off"</i> with 8.00 hours. Please note that "Holiday Sched Day Off" is not applicable to the calculation of overtime.</p>	<p>When required to work on a calendar day on which a holiday falls but not required to work the University designated holiday which falls either preceding or following the calendar holiday, an employee will be entitled to receive premium pay on the calendar holiday.</p> <p>When required to work on the University-designated holiday but not required to work on the calendar day on which the holiday falls, an employee will be entitled to receive premium pay on the University designated holiday.</p> <p>Kronos: automatically calculate <i>"Holiday Worked"</i> for hours worked on the University-designated holiday and no entries or adjustment will need made by the Kronos Manager.</p> <p>If required to work a normal eight (8) hour shift on a calendar day on which a holiday falls and also required to work on the University-designated holiday, an employee will be entitled to receive premium pay on the calendar holiday only.</p>	<p>If an employee terminates employment, no pay will be received for holidays occurring after the last day worked even though the holidays fall within the period of the employee's projected terminal Paid Time Off (if any).</p>