

Veterans' Day Holiday

The following summarizes University guidelines regarding Veterans' Day, which has been designated by the Board of Trustees as a staff holiday. Although it is a staff holiday, the University will be open and classes will be held.

Policy Overview

The Board of Trustees has established that the University will observe ten holidays annually (Rule 3359-26-04(C)). Each year the Board of Trustees determines the dates on which each holiday will be observed. All employees are expected to observe the holiday on the designated day, unless it is determined that it is essential that University offices remain open (ex: Veterans Day). If an employee is asked to work on a designated holiday, the following rules will apply regarding payment for the hours worked and holiday pay.

Contract Professionals - Required to work on Veterans' Day, but are entitled to time off equal to the number of hours actually worked. Such time off must be approved by the supervisor.

Exempt Staff – Full-time and part-time classified or unclassified exempt staff should observe the holiday. Exempt staff who are required to work will be entitled to time off equal to the number of hours actually worked.

Non-Exempt Staff

Full-time and part-time classified and unclassified non-exempt staff should observe the holiday. Non-exempt staff who are required to work will be entitled to one and one-half times the regular rate of pay – either in the form of actual pay or compensatory time for the hours actually worked. Overtime pay will be in addition to the employee's normal pay for the holiday.

Non-Exempt Staff (continued)

Time Card Completion:

Non-exempt staff (full-time or part-time) who are required to work on Veterans' Day are to report on the time card the same number of hours *normally worked* as "regular" and hours *actually worked* as "overtime".

Full-time non-exempt staff members who normally work more than 8 hours on the day on which the holiday falls are only eligible to receive 8 hours pay for the holiday. They should report 8 hours as "regular" time for the holiday. With the supervisor's approval, the additional time normally worked can be reported as follows:

- Vacation time
- Compensatory time
- Leave without pay
- Additional work time may be made up during the same week

Full-time non-exempt staff members who are not normally scheduled to work on Veterans' Day will be paid for the holiday and time is reported as "regular". This will cause the staff member to go into overtime status later in the week. A supervisor may schedule another day off during the week in lieu of overtime.

Part-time non-exempt staff members who normally work on the day of the week on which the holiday falls and do not work the holiday are entitled to the same number of hours for the holiday as they normally work. For example, a person who is normally scheduled to work 3 hours every day and does not work the holiday would receive 3 hours of regular pay.

Part-time non-exempt staff members who are not normally scheduled to work on the day on which a holiday falls do not get holiday pay.

Please contact the following individuals with any individual questions you may have:

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