

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

University Holidays

**3-003
FISCAL SERVICES
July 2009**

PURPOSE

- 1.01 Uniformly observed holidays are an integral part of time-off benefits for employees.
- 1.02 This policy specifies holidays and pay provisions which are to be observed by all units of the University.

SCOPE

- 2.01 This policy applies to all Oklahoma State University Institute of Technology facilities and locations where business of the University is conducted.
- A. Facilities where functions or other essential activities cannot be discontinued without adversely affecting services to students and the public and/or where local conditions necessitate a separate holiday schedule may choose to modify the holiday schedule provided the selected schedule does not decrease the total number of holidays.
- B. Any exceptions to the official University holiday schedule including those specified in section 2.01a above must be approved by the appropriate Vice President and notice of substitute approved holidays filed with the Director of Human Resources.
- C. Any exception will apply to all employees at that location.
- 2.02 Pay provisions of this policy are applicable to employees with continuous assignments of at least .50 FTE (full time equivalency). No time off with pay is accorded student employees, part-time employees of less than .50 FTE, or temporary employees with the exception of exempt employees.

POLICIES AND PROCEDURES

- 3.01 Official University Holiday Schedule
- A. Official University holidays are as follows:
- New Year's Day (January 1)
 - Martin Luther King Day (third Monday in January)

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- Memorial Day (last Monday in May)
 - Independence Day (July 4)
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Friday following Thanksgiving
 - Five workdays at Christmas
- B. When an official holiday falls on a Saturday, Friday preceding will be observed as a holiday. When an official holiday falls on a Sunday, Monday following will be observed as a holiday.
- C. The Christmas holidays are observed as follows:
- Christmas Eve (December 24)
 - Christmas Day (December 25)
 - Three additional workdays
- E. Official holidays are observed through closing all offices and facilities provided functions or other essential activities can be discontinued without adversely affecting services to students and the public.

3.02 Holiday Pay

- A. Employees with continuous appointments of at least .50 FTE will be eligible for holiday leave (time off with pay).
- B. Holiday pay for nonexempt employees or employees paid on an hourly basis is calculated based on the straight-time pay rate in effect on the date of the holiday times the number of hours the employee was regularly scheduled to work on that day.
- C. Exempt employees will be paid in proportion to their assignment at the rate in effect on the date of the holiday.
- D. Holidays are paid as holidays and are not chargeable to other forms of leave. When holidays occur during periods when staff members are on approved leave of absences with pay, the day of the holiday will be charged as a holiday.
- E. Holiday pay is not granted when the holiday immediately precedes the first day of employment, is adjacent to or is surrounded by a leave without pay, is the first or last day of an absence without pay, or occurs immediately before, during, or immediately following terminal annual leave.
- F. Holiday pay at Christmas will be granted to employees with an official OSUIT retirement date of December 31 of the same year.

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- G. Holiday pay does not count as hours worked for the purpose of determining overtime.

3.03 Work on a Holiday

- A. The supervisor should make a special effort to avoid assigning work performed on a University holiday.
- B. Additional compensation for hours worked on a holiday may be paid by payroll warrant or accrued as compensatory leave at the discretion of the unit leader.
- C. Non-exempt employees working Thanksgiving and/or Christmas Day receive time and one-half.
- D. Exempt employees do not receive additional pay or compensatory leave for work performed on a holiday.

3.04 Religious Holidays

- A. OSUIT will provide reasonable accommodation for employees who request time off to observe religious holidays on regularly scheduled workdays.
- B. To avoid disruption to normal work schedules, employees must request leave in writing to the supervisor at least one week in advance.
- C. Employees will use annual leave, compensatory leave, or personal leave without pay for the time requested.
- D. Time off will be granted unless such leave would cause undue hardship to the department.

3.05 Oklahoma State University Institute of Technology reserves the right to change this Policy and Procedure Letter or any portion thereof at any time.

Approved: August 1996
Revised: January 1, 2005
Revised: July 2009

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