

March 2014

8.3 Holidays (Non-academic)

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (2014) "8.3 Holidays (Non-academic)," *Staff Handbook*: Vol. 2014 , Article 71.

Available at: <http://digitalcommons.stmarys-ca.edu/staff-handbook/vol2014/iss1/71>

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8.3 Holidays (Non-academic)

Paid Holidays are an earned benefit afforded to staff employees and are prorated based on the hours worked per week and months per year. Holidays are only paid if the employee has worked the scheduled day prior to an approved College Holiday and the scheduled day after an approved College Holiday. For the purpose of this benefit vacation and/or sick leave taken prior to or after a Holiday is considered time worked for the payment of the Holiday. The Holiday schedule is drafted by Human Resources taking into account the Academic calendars, is approved by the President with input from the Staff Council and Cabinet on a fiscal year basis and is announced by January 31st annually.

The College understands and appreciates the diverse schedules and accommodations needed to conserve budget and continue the operations necessary for the College to grow and survive, therefore some flexibility in scheduling a work week which contains a Holiday should be discussed with Human Resources.

Section 8 – Benefits

Staff employees with a work week schedule less than 37.5 or 40 hours per week will receive a Holiday benefit based on the following prorated schedule (this applies to both exempt and non-exempt employees). Employees working a 10-hour day will receive an 8-hour day benefit.

Calculation: hours per week divided by 5 days per week = paid Holiday benefit.

<u>Hours worked per week</u>	<u>Earned hours of Holiday pay</u>
40 hours	8.0 hours
39 hours	7.8 hours
38 hours	7.6 hours
37.5 hours	7.5 hours
37 hours	7.4 hours
36 hours	7.2 hours
35 hours	7.0 hours
34 hours	6.8 hours
33 hours	6.6 hours
32 hours	6.4 hours
31 hours	6.2 hours
30 hours	6.0 hours
29 hours	5.8 hours
28 hours	5.6 hours
27 hours	5.4 hours
26 hours	5.2 hours
25 hours	5.0 hours
24 hours	4.8 hours
23 hours	4.6 hours
22.5 hours	4.5 hours
22 hours	4.4 hours
21 hours	4.2 hours
20 hours	4.0 hours
< 20 hours	<u>not</u> eligible for paid Holiday

Exceptions: those working a regular reduced schedule as approved by HR, grandfathered situations, etc.

Supervisors may determine the employees schedule based on Departmental need. If employees are scheduled to work during a Holiday period, in order to accommodate the department needs, overtime rules will apply. Those offices who require 24/7 operation have the ability to adjust some schedules with the approval and coordination with Human Resources (see flexible work schedules). All overtime policies will be adhered to with regard to when employees are required or asked to work on a College Holiday as required by state and federal labor laws.

8.3.1 Holiday Policy Example

Employees who works 30 hours per week, 7.5 hours per day for 4 days a week: The supervisor may choose to schedule the employee to work 6 hours per day during the Holiday week or work 3 days at 7.5 hours and the Holiday would be valued at 6 hours plus 1.5 hours vacation.

For an employee who works 30 hours per week, Monday through Thursday,

apply this rational. (This schedule can be switched for those who have Mondays off):

Day of the week	Hours worked	Holiday Earned	Vacation	Total
Monday Holiday	0	6	1.5	7.5
Tuesday	7.5	0	0	7.5
Wednesday	7.5	0	0	7.5
Thursday	7.5	0	0	7.5
Friday	0	0	0	0
Total	22.5	6	1.5	30

Another example is to adjust the employee’s total work hours across the span of a work week:

Day of the week	Hours worked	Holiday earned	Total
Monday Holiday	0	6	6
Tuesday	6	0	6
Wednesday	6	0	6
Thursday	6	0	6
Friday	6	0	6
Total	24	6	30

Section 8 – Benefits

Allow an eight (8) hour day without the payment of overtime (non-exempt)—with the approval of Human Resources:

Day of the week	Hours worked	Holiday earned	Vacation	Total
Monday	0	6	0	6
Tuesday	8	0	0	8
Wednesday	8	0	0	8
Thursday	8	0	0	8
Friday	0	0	0	0
Total	24	6	0	30

Example *during Thanksgiving* for a non-exempt employee working 30 hours per week with normal day off being Friday:

Day of the week	Hours worked	Holiday earned	Vacation	Total
Monday	6	0	0	6
Tuesday	6	0	0	6
Wednesday Holiday	0	6		6
Thursday Holiday	0	6	0	6
Friday Holiday	0	6	0	6
Total	12	18	0	30

Section 8 – Benefits

Another example *during Thanksgiving*. This has budget implications and should be discussed prior to making this arrangement:

Day of the week	Hours worked	Holiday earned	Vacation	Total
Monday	7.5	0	0	7.5
Tuesday	7.5	0	0	7.5
Wednesday Holiday	0	6	0	6
Thursday Holiday	0	6	0	6
Friday Holiday	0	6	0	6
Total	15	18	0	33 – SMC owes employee 3 hours of straight pay

For those working an approved alternative work week schedule (working more than 7.5 or 8 hours per day, 4 days per week), supervisors must work with Human Resources to detail alternatives during a holiday week as required by the Fair Labor Standards Act. Contact Human Resources for more information and guidance.

Taking a day off at another time instead of an approved College Holiday is not permitted under any circumstance. Those working less than 12 months per year are not entitled to Holiday pay for those months they are not actively employed (i.e.: those off in July are not entitled to the July 4th Holiday, those whose scheduled month off is in December are not entitled to Christmas Holidays, etc.)