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HOLIDAYS

The University observes and allows time off with pay for the following holidays:

- New Year's Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Workday directly before or after Christmas (depending on day of the week for Christmas)
- Christmas
- New Years Eve Day

Any additional holidays will be designated by the University at start of each calendar year.

When a holiday as listed above falls on a weekend another day may be scheduled.

Scheduled to Work

Many departments do not close on scheduled holidays and consequently all employees cannot be off on the same day. In these departments the supervisor will schedule holidays equitably consistent with department needs.

Exempt employees who work on a scheduled holiday are not entitled to additional compensation but will be provided time off when the work load permits for the hours worked up to 8 hours.

Non-exempt employees who work on a holiday are paid time and one half for the hours worked, and are given another day off from work with pay, which must be used within the fiscal year.

Religious observances

Employees may request time off for religious observances that are not part of the published holiday schedule. Employees should provide supervisors with adequate notice regarding the need for time off for these religious holidays. In compliance with D.C. law, employees may use paid leave for a nonscheduled religious holiday; or, the employee may be permitted to

work outside of his/her regularly scheduled hours to make up for the time off. Employees may be denied leave when their absence from work on the requested day would create an undue hardship in the workplace.

[End]