

# Holiday Pay Policy

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| <p><b>Approved By:</b><br/>Northeastern State University Policy Committee</p> <p><b>Responsible Official:</b><br/>Human Resources<br/>(918) 444-2230<br/><a href="mailto:humanresources@nsuok.edu">humanresources@nsuok.edu</a><br/>601 North Grand Avenue, Admin 118<br/>Tahlequah, OK 74464</p> | <p><b>History:</b><br/>Adopted – November 29, 2016</p> <p><b>Related Policies:</b></p> <p><b>Additional References:</b></p> <p><b>Forms:</b></p> |
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## HR 5.6 HOLIDAY PAY

A tentative holiday schedule will be announced at the beginning of each fiscal year. These holidays usually include: Independence Day, Labor Day, Thanksgiving (three days), Christmas (days to be specified each year), New Year's Day, and Memorial Day. Annually other days may be designated by the President as Holidays. If any of the identified holidays fall within an employee's employment period, these days will be considered holidays with pay. Paid holidays are available to full-time employees.

Some employees may be required to work during holiday periods. If an employee works on an observed holiday, he/she will be credited for the hours worked and for the holiday. If so, the extra hours will go into an employee's comp time bank as straight time or be paid out as overtime, according to normal payroll process.

Employees are eligible for holiday pay if, on the last regularly scheduled work day before the holiday and the first regularly scheduled work day after the holiday, they are either at work (no minimum number of hours required) or on approved leave with pay. An employee who terminates before returning to work after the holiday will not be paid for the holiday. Benefit eligible employees retiring on the last day of a month will earn holiday pay for that month without returning to work the day after the holiday.