Certain designated days off with pay from work are provided for eligible University employees.

21.1 Eligibility

All staff and faculty employees, including part-time employees appointed half-time or more for a period of four and one half months, are entitled to time off with pay for days designated as official state holidays by the State Legislature or the Governor. Eligible part-time employees are entitled to holiday time off with proportionate to the percent time of their appointment.

21.2 Designated Holidays

Official State holidays are as authorized by the State Legislature in the General Appropriations Act with the provision that educational institutions may adjust the actual day of observance of each holiday to permit efficient operation of the institution. However, certain designated holidays require that the University remain open with sufficient personnel present for the conduct of public administrative business. The specific holiday schedule to be observed each fiscal year by the University is published annually by the Office of the Senior Executive Vice President. The University further announces which offices must maintain a skeleton workforce to provide for the conduct of public business on those holidays so designated by the Legislature.

21.3 Compensatory Time

Employees comprising the skeleton work force on designated holidays or who are otherwise required to work during a holiday will be granted equivalent compensatory time off during the twelve-month (12) period following the date of the holiday worked. The supervisor in charge may require the employee to give reasonable notice in advance of taking compensatory time off, but may not require that the employee specify the reason for which the compensatory time is to be taken.

21.4 Observance of Religious Holidays

An employee who wishes to observe a religious holiday, or any specifically designated State holiday not observed by the University, may do so in lieu of any observed holiday or holidays for which the employee serves as a member of the skeleton work force or by taking vacation leave time.
21.5 Holidays on Weekends or Scheduled Time Off

State Holidays falling on weekends are not observed and are lost, but if a scheduled holiday with pay falls on a regularly assigned day off of an employee other than a weekend, compensatory time will be granted to the employee during the twelve (12) month period following the date of the holiday.