

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Holiday Pay Policy**

TIU POLICY #: **P-320**

STATUS: **Approved, November 2011**
 Updated, August 2015

I. PURPOSE:

Trinity International University (University) provides all full-time staff members with time away from work to celebrate University recognized holidays throughout the year.

II. SCOPE:

This policy applies to all full-time staff members of the University.

III. POLICY:

A. Recognized University Holidays

1. The following days are recognized as University holidays:
 - a. Martin Luther King Jr.'s Birthday
 - b. Good Friday
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day and the day after
 - g. Christmas Eve Day through New Year's Day
 - h. A staff member's birthday
2. If a holiday occurs on a weekend the University will observe the holiday on the weekday closest to the actual holiday, e.g. a Saturday holiday will be observed on the Friday before the holiday, and a Sunday holiday will be observed on the Monday following the holiday.

B. Compensation During University Recognized Holidays

1. There will be no classes scheduled on a University holiday and all University offices will be closed.

2. Employees are not normally expected to work on a University holiday.
3. Full-time staff members are compensated at their normal rate for all regularly scheduled hours that fall on a University holiday. Part-time staff members are not compensated for holidays.
4. Full-time staff members who work at least nine (9) but less than twelve (12) months:
 - a. Are compensated for those University holidays that occur during months when the employee works.
 - b. If the staff member's birthday falls during a month in which they do not work, another day may be taken off at the staff member's convenience (as approved by their supervisor).
5. Full-time staff members must normally work their regular scheduled hours on the day preceding a holiday and the day following a holiday in order to receive holiday pay for that day. Staff members who wish to use Paid Time Off (PTO) either before or after a University holiday are paid for the holiday if the PTO was approved by their supervisor at least one-week before the time-off event begins.
6. Any hours worked in excess of 40 in a week will be paid at an overtime rate regardless of the composition of the hours, e.g. holiday, PTO, etc.

C. Provisions for Those Required to Work on a University Holiday

1. While the University strives to make holidays a day away from work, situations may arise when an employee may be scheduled or called in to work on a holiday.
2. Compensation for full and part-time employees who work on a holiday is outlined in the chart below.
3. Full-time non-exempt staff members who work on a holiday indicated in the chart below will be allowed to take an equivalent amount of time off with pay (up to 8 hours) in the same fiscal year earned. This time off must be scheduled and approved by their supervisor. Make-up holiday time must be taken prior to using regular PTO time. Employees who terminate from the University will not be compensated for unused make-up holiday time. Part-time employees are not eligible to earn make-up holiday time.
4. Full-time exempt staff members are not eligible for any additional pay above their normal salary if they are required to work on a University holiday.
5. The University President may designate additional days when University offices will be closed and full-time employees may take the day off with pay. If a full-time non-exempt employee is required to work on such a day they will be paid their regular hourly rate for the time worked. In addition, they will be allowed to take an equivalent amount of time off with pay (up to 8 hours) in the same fiscal year earned. The scheduling and use of this additional time will be handled in the same manner as in number three (3) above.

**Pay Schedule for Non-Exempt Employees Who Must
Work on a University Holiday**

Worked on:	Pay Rate	Full-Time	Part-Time
New Years Day (actual or observed)	1 ½ times	Yes	<i>Actual</i> ¹ –Yes <i>Obsrv.</i> – No
MLK Jr. Day	1 ½ times	Yes	No
Good Friday	1 ½ times	Yes	No
Easter ²	1 ½ times	Yes	Yes
Memorial Day	1 ½ times	Yes	No
Independence Day (actual or observed)	1 ½ times	Yes	<i>Actual</i> –Yes <i>Obsrv.</i> – No
Labor Day	1 ½ times	Yes	No
Thanksgiving Day	1 ½ times	Yes	Yes
Day After Thanksgiving	1 ½ times	Yes	No
Christmas Eve (observed)	1 ½ times	Yes	No
Christmas Day (actual) ³	2 times	Yes	Yes
Christmas Day (observed)	1 ½ times	Yes	No
Days Between Christmas Day and New Year's Day	1 times	Yes	No

¹ References to “Actual” holidays refer to the actual date of the holiday while references to “Observed” holidays indicate days the University closes on a weekday to celebrate a holiday that falls on a weekend.

² Easter is not a scheduled holiday for all University staff, but is included for purposes of this policy toward calculating pay and overtime. The equivalent hours worked on this day is also eligible to be taken at another date in conjunction with this policy.

³ If the actual Christmas falls on the same day it is observed by the University, 2 times pay still applies.