Staff Personnel Manual (SPP)

SPP 703–01: Holiday Leave Benefits

Effective: 7/1/1978   **Revised**: 7/1/2014

Purpose

To provide time off from work for university designated holidays and religious holidays

Sources

Arizona Board of Regents Policy Manual - 6-801, -802

University policy

Applicability

Benefits-eligible, regular classified employees, university staff, and non-faculty administrators

Policy

Paid University Holidays

Eligible employees will be paid holiday leave benefits for ten holidays per calendar year as designated by the university.

Holidays normally designated are:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans Day
7. Thanksgiving Day
8. Friday after Thanksgiving Day

   and

9. Christmas Day plus one additional day between Christmas and New Year's, determined by university administration on an annual basis.

Designated holidays occurring on a Saturday or Sunday normally are observed on the preceding Friday or the following Monday as designated by the university.

Holiday leave benefits are based on an eight-hour work day. Employees who work between 50 and 100 percent FTE are granted time off with pay for a pro-rated portion of the holiday based on their percentage of FTE.

When a designated holiday falls on an employee's scheduled day off, he or she must be granted an alternative day off. Employees who are required to work on a designated holiday must be granted an alternative day off during the same work week.

Employees must be in pay status both the scheduled working day before and the scheduled working day after a holiday in order to receive the holiday off with pay. Pay status is any paid work or paid leave time as authorized by the administrative official. Employees are expected to work their normal schedules on the work day immediately preceding official holidays. Any time off on these days must be charged to accrued vacation time or other paid leave benefits.

Holidays occurring during scheduled paid absences will not be charged against accrued vacation leave, sick leave, or military leave. An employee will not be paid for holidays occurring during a leave of absence without pay.

Exception

A nonexempt employee assigned to a police, dispatch, or police aide position in the ASU Police Department (ASU PD) or a nonexempt employee assigned to a customer service specialist position in the ASU Help Desk who is (a) required to work on the holiday; or (b) whose regular day off falls on the holiday, will be granted an alternative day off during the same week or will receive up to eight hours of compensatory time, based on FTE percentage, if an alternative day off during the same week cannot be scheduled. ASU PD or the ASU Help Desk management has discretion to decide whether to grant the alternative day off or compensatory time based on staffing needs.

If an employee works on the designated holiday, the employee will also be paid for the hours worked on the holiday.

Religious Holidays

Employees may request time off from work to observe religious holidays that are not designated university holidays. Administrators shall reasonably accommodate individual religious practices for all employees. A request for time off from work to observe religious holidays must be granted unless undue hardship to the department or university would result from accommodating the employee's request.
Employees may not be discriminated against because of their religious beliefs or practices, or absence of religious beliefs or practices.

Employees taking a nondesignated religious day off must charge time off to accrued vacation leave or take time off without pay.

Cross-References

For a reference on employees who work alternative work schedules and the proper recording of time worked and not worked, see SPP 306, "Work Schedules."

For a reference on how to manage overtime compensation, see SPP 404–04, "Overtime—General Policy."

For information on overtime for work performed for specific university events, see SPP 404–06, "Overtime for University Extraordinary and Specific Events."