



# LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

## Administrative Policy

**Section:** Employee/Labor Relations  
**Subject:** Benefits: Fringe Holidays

**Section Number:** 4.3.8  
**Page:** 1 of 2

**Date of Present Issue:**  
4/19

**Date of Previous Issues:**  
11/81, 1/79, 3/87

### Policy:

#### A. Holidays

The following legal holidays shall be observed: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In addition four (4) paid declared holidays will be granted: the day after Thanksgiving Day, and either the day before or the day following three (3) of the legal holidays to be announced annually in advance. When a holiday falls on a Sunday, it shall be observed on the following Monday; and when a holiday falls on a Saturday, it shall be observed on the preceding Friday and any provisions concerning holiday pay or holiday time off shall in such event, apply to such Monday or Friday on which the holiday is observed.

#### B. Eligibility for Holiday Pay:

To be eligible for holiday pay, regular full-time and regular part-time employees must have working status during the normally scheduled work week in which the holiday occurs.\* Working status requires that an employee works on the last scheduled workday prior to and on the first scheduled workday following the holiday, unless excused because of:

1. Personal sickness or injury
2. Approved vacation
3. Short term unpaid leave of absence (2 weeks or less)
4. Other extraordinary circumstances beyond the control of the employee which cannot be corrected in time to meet the employment obligations.

Employees on lay-off status or on long-term unpaid leave of absence (more) than two weeks) will not receive holiday pay.

If employees are laid off during the Christmas recess because of lack of work, they will receive holiday pay for the holidays scheduled to be observed during the Christmas recess.

#### C. Holiday Pay:

Eligible regular full-time employees regularly working eight hours a day will receive eight hours pay at their regular hourly rate for the holiday. Eligible full-time employees on special appointments, and regular part-time employees will receive holiday pay in proportion to time employed in the pay period in which the holiday occurs.

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D. Holiday Work:

In addition to holiday pay, an Hourly Bargaining Unit employee who works on the holiday will be paid for the time worked at one and one-half times the hourly rate.

For Hourly Non-Bargaining Unit employees, time worked on a holiday will not be included in computation of overtime pay for that week.

E. Holidays During Vacation or Sick Leave:

Holidays which fall during an approved vacation or sick leave shall not be counted as part of vacation or of sick leave time.