



## Lehigh University Human Resources Policy

Policy Number:	108
Effective Date:	circa 1987
Revisions:	7/1/2002
Applicability:	All Staff Members

### HOLIDAYS POLICY

**Purpose:**

Policy on holidays for Lehigh University employees

**Policy:**

The university provides 12 paid holidays per year. Typically, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day are scheduled holidays. Additional scheduled holidays are identified each spring when the annual holiday schedule is posted.

If all 12 holidays are not scheduled by the University, the remaining holidays are treated as floating holidays. If the floating holidays are not scheduled by the supervisor of a department, they may be taken on any day during the fiscal year that is mutually agreeable to a staff member and his or her supervisor.

To be eligible for holiday pay, a staff member must work as scheduled on the work day preceding and the work day following the holiday. This requirement is waived if a staff member is on vacation or absent due to illness or approved excused absence.

If a staff member is employed part-time, he or she will be paid for holidays only if the holiday falls on a normally scheduled work day. Holiday pay for part-time staff members is based on the number of hours they are normally scheduled to work.

Floating holidays for individuals working less than a full schedule are pro-rated.

If a nonexempt staff member is required to work on a holiday, he or she will be paid one and one-half times the hourly rate for all hours worked in addition to the holiday pay. In some cases, compensatory time off may be provided in lieu of overtime pay equal to one and one-half times the hours worked.

A separate policy has been established for University police and powerhouse personnel.

**Keywords:** Holiday, Floater