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Policy for: All Campuses
Procedure for: All Campuses
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I. Purpose of Policy

This document describes the University of South Carolina Holiday Leave Policy, defines which employees are eligible for holiday leave, lists the holidays to be observed, and provides other relevant information, pursuant to regulations of the South Carolina Office of Human Resources.

II. Policy Statements

A. Eligibility

All employees of the University of South Carolina in FTE positions are allowed to observe with pay the University holidays published by the Division of Human Resources.

B. University Holiday Schedule

1. University employees have the same number of paid holidays as other State employees even though the days on which the holidays are observed may differ because of the academic schedule.
2. The University's holiday schedule is published by the Division of Human Resources before the beginning of the calendar year in which the holidays are observed. The schedule can be found on the internet at <http://hr.ec.edu/benefits/holidayschedule.html>.
3. The following holidays are normally observed by the University:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day
 - Day after Christmas
 - 4 additional December holidays
4. When a University holiday falls on a Saturday or Sunday, the holiday will be observed on the preceding Friday or the following Monday.
5. For legitimate business reasons, campuses, colleges, or departments may observe an alternate holiday schedule if approved in advance by the President of the University in consultation with the Vice President for Human Resources.

C. Holiday Leave Records

The University maintains holiday leave records for each employee covered by this policy. Leave records are subject to audit by the South Carolina Budget and Control Board.

D. Working on a Holiday

1. If an employee is required to work on a holiday, the employee will be given holiday compensatory time within one year of the holiday at a time mutually agreed upon by the supervisor and the employee.

2. An employee who must work a portion of the holiday because of a shift that begins on one day and ends on another will be given holiday compensatory time equal to all hours worked on the holiday.
3. Exempt employees who are required to work on a holiday will be given compensatory holiday leave within one year of the holiday; however, they may not receive compensation in lieu of compensatory holiday leave.
4. Non-exempt employees who are not allowed to take holiday compensatory time within one year of earning it will be compensated for the holiday at the employee's regular rate of pay.
5. Non-exempt employees may not receive compensation for working on a holiday without the approval of their department head. If granted, compensation will be at the employee's regular rate of pay.
6. Holiday compensatory leave or monetary compensation is to be paid only to those employees who are required to be on the job and performing authorized work.
7. Employees in FTE positions who do not work a normal Monday through Friday workweek will receive no more and no fewer holidays in a calendar year than employees who work the normal Monday through Friday workweek.
8. Part-time, leave eligible employees who work on University holidays will receive a pro-rata amount of compensatory holiday time or monetary compensation based on their average work day and in accordance with other provisions of this policy. To determine an employee's average work day, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).

E. Holidays During Leave

1. When a University holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave.
2. Employees who are on leave without pay will not be paid or receive holiday compensatory time for holidays falling during the leave without pay.
3. When a holiday falls during a period of military leave with pay as defined in HR 1.09, the employee is entitled to pay for the holiday and the holiday will not be counted toward the aggregate of 15 days of military leave for training or 30 days for emergency leave.

4. When a holiday falls during a period of military leave without pay, the employee is not entitled to pay for the holiday.
5. Upon termination from employment, a non-exempt employee will be compensated for all unused holiday compensatory leave.

III. Procedure

- A. Holidays are to be taken on the day designated in the University holiday schedule unless it is necessary for the employee to be at work. To the extent possible, prior notice will be given employees who must work on holidays.
- B. All holiday leave taken pursuant to this policy must be reported through ITAMS, the University's time and attendance management system.

IV. Reason for Revision

Policy updated to increase the number of paid holidays from 12 to 13 due to a change in State law.