

ADMINISTRATIVE DIVISION Division of Human Resources
POLICY NUMBER HR 1.15
POLICY TITLE Holidays and Holiday Compensatory Time
SCOPE OF POLICY USC System
DATE OF REVISION September 18, 2024
RESPONSIBLE OFFICER Vice President
ADMINISTRATIVE OFFICE Division of Human Resources

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PURPOSE

The Holidays policy communicates to eligible faculty and staff the holidays the university is scheduled to observe and how employees who work on the holiday are to be compensated.

DEFINITIONS

Exempt Employees – employees of the University of South Carolina who are considered exempt from the Fair Labor Standards Act (FLSA).

Non-exempt Employees - employees of the University of South Carolina who are covered by the Fair Labor Standards Act (FLSA).

POLICY STATEMENT

This document describes the University of South Carolina Holidays and Holiday Compensatory Time Policy, defines which employees are eligible for holidays, lists the holidays to be observed, and provides other relevant information, pursuant to regulations of the South Carolina Division of State Human Resources.

Employees of the University of South Carolina in FTE positions observe with pay the university holidays published by the University of South Carolina Division of Human Resources. Employees in Research Grant and Time Limited positions who earn annual leave and/or sick leave also observe the published university holidays with pay.

University employees have the same number of paid holidays as other state employees although the days on which the holidays are observed may differ because of the academic schedule.

The university maintains holiday records for each employee covered by this policy. These records are subject to audit by the South Carolina Division of State Human Resources.

A. Holiday Compensatory Time

1. If an employee is required to work on a holiday, the employee will be given holiday compensatory time equal to all hours worked during the holiday, not to exceed the employee's average work day. The holiday compensatory time is to be taken within one year of the holiday at the convenience of the university.
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 holiday compensatory time to be used within one year of the holiday; however, they shall not be paid for unused holiday compensatory time if the time is not taken within the one year period. Exempt employees shall not be paid for unused holiday compensatory time upon separation of employment.
4. All nonexempt employees shall be compensated for all holiday compensatory time upon separation from employment. Nonexempt employees shall be paid out for any unused holiday compensatory time prior to transferring to another state agency. Prior to an employee changing from a nonexempt status to an exempt status, nonexempt employees shall be paid for any unused holiday compensatory time.
5. Non-exempt employees who do not take holiday compensatory time within one year of earning it will be compensated for the holiday at the employee's regular rate of pay.
6. Employees must obtain the approval of their department head for working on a holiday.
7. Holiday compensatory time or monetary compensation is to be paid only to those employees who are required to be on the job and performing authorized work.

8. FTE employees and eligible Research Grant and Time Limited employees 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.
9. Part-time employees in FTE positions and in eligible Research Grant and Time Limited positions who work on university holidays will receive a pro-rata amount of holiday compensatory time or monetary compensation based on their average workday and in accordance with other provisions of this policy. An employee's average workday is determined by dividing 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).

B. Holidays During Leave

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

PROCEDURES

University Holiday Schedule

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:

https://sc.edu/about/offices_and_divisions/human_resources/benefits/time_away/holidays/index.php

The following holidays are normally observed by the university:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Eve
- Christmas Day
- Day after Christmas
- Three additional December holidays

When a university holiday falls on a Saturday or Sunday, the holiday will be observed on the preceding Friday or the following Monday.

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.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[State Human Resources Regulation 19.708](#)

[HR 1.03 Annual Leave](#)

[HR 1.09 Other Leave with Pay](#)

[HR 1.12 Leave of Absence \(Leave Without Pay\)](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
October 2008	New policy approval
March 17, 2017	Added provision regarding payout of unused holiday compensatory time for non-exempt employees prior to transferring to another state agency to be in compliance with state regulation revisions.
February 7, 2018	Adds Memorial Day as a holiday for university faculty and staff.
July 26, 2021	Change in title and procedures to correspond with new time and labor management systems which do not record Holiday time as leave but as a specific type of pay.
September 18, 2024	Updated to comply with the new State Human Resources regulations.