

ADMINISTRATIVE DIVISION Division of Human Resources	POLICY NUMBER HR 1.15
POLICY TITLE Holiday Leave	
SCOPE OF POLICY USC System	DATE OF REVISION February 7, 2018
RESPONSIBLE OFFICER Vice President	ADMINISTRATIVE OFFICE Division of Human Resources

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PURPOSE

The Holiday Leave policy communicates to the affected faculty and staff the holidays the university is scheduled to observe.

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 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 Division of State Human Resources.

PROCEDURES

- A. Eligibility

Employees of the University of South Carolina in leave-eligible positions are allowed to observe with pay the university holidays published by the University of South Carolina Division of Human Resources.

B. University Holiday Schedule

1. University employees have the same number of paid holidays as other state employees although the days 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:
https://www.sc.edu/about/offices_and_divisions/human_resources/benefits/time_a_way/holidays/.
3. 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
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 Records

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.

D. Working on a Holiday

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 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 compensatory holiday leave to be used 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. Employees must obtain the approval of their department head for working on a holiday. If granted, compensation will be at the employee's regular rate of pay.
6. 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.
7. Employees in leave-eligible 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. 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 and employees are on paid leave during a period of military leave, as defined in University Policy HR 1.09, 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.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[HR 1.03 Annual Leave](#)

[HR 1.09 Other Leave with Pay](#)

[HR 1.12 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.