



**Policy Number:** 6.050

**Subject:** Holidays and Christmas Week Closing

**Effective Date:** December 4, 1992

**Revised:** May 1, 1999

### **I. Purpose**

It is the policy of Texas Christian University to recognize holidays and allow staff members time off from work with pay.

### **II. Eligibility**

All regular faculty and staff are eligible for holidays with pay if they work 50% FTE or greater.

### **II. Procedures**

1. The officially recognized university holidays are:
  - New Year's Day
  - Martin Luther King, Jr. Day
  - Good Friday
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Christmas Day
3. For the period from December 26 through December 31, the university will remain open on a limited basis. Only essential personnel as defined by the Chancellor and Vice Chancellors will be required to work during this period.
4. Essential jobs which must be performed on holidays are designated by the Chancellor and Vice Chancellors.
5. Closings other than official university holidays and the week including or following Christmas will be announced on an annual basis.
6. Staff members required to work on any of the officially recognized holidays will
  - be paid for the holiday, plus double time for all hours worked,
  - or, will be given the equivalent amount of time-off for hours worked during a holiday according to arrangements made with the supervisor.

- Equivalent time-off must be taken within the same work week in which the holiday occurs.
  - Time-off is not an allowed method of payment for time worked on Christmas Day and during Christmas week closing.
7. If a holiday falls on a Saturday, the preceding Friday will be a holiday.
  8. If a holiday falls on a Sunday, the following Monday will be a holiday.
  9. Under these circumstances a staff member who is required to work both of these days will receive holiday pay for only one of the designated days.
  10. When a holiday falls on a Saturday or a Sunday and the campus is closed either the preceding Friday or the following Monday, the staff who are required to work the Friday or Monday will be compensated at regular rate of pay plus regular rate of pay. For example, if a policy officer is required to work a Friday, he or she will receive regular rate of pay plus regular rate of pay.
  11. If Christmas Day, New Year's Day or Independence Day falls on a Sunday and a staff member has Sunday and Monday off, the staff member will receive the holiday pay rate for Sunday only.
  12. Staff members required to work during the Christmas week closing period (December 26 – 31) will be paid for the day of closing plus one and one-half times for all hours worked during this period. Time-off time is not an allowed method of payment for this period.
  13. A staff member may not receive both holiday pay and university closing day pay as compensation for the same day (e.g., Christmas Day is on Sunday and Monday, the 26<sup>th</sup> is designated as the holiday).

#### **IV. Administrative Responsibility**

The Human Resources Department is responsible for administering and interpreting this policy.