



# UNIVERSITY OF NORTH ALABAMA

## Staff Handbook

### PAID HOLIDAYS

Each year, the Office of the President distributes a list of holidays that will be observed for the upcoming academic year. These holidays are listed on the Human Resources [website](#). Staff employees typically receive the following holidays:

Martin Luther King, Jr. Birthday:	8 hours
Winter Break:	8 hours
Spring Break:	40 hours
Good Friday:	8 hours
Memorial Day:	8 hours
Independence Day:	8 hours
Labor Day:	8 hours
Fall Break:	8 hours
Thanksgiving Holidays:	24 hours
Christmas and New Year's Holidays:	80 hours

Generally, holidays that fall on Saturday are observed on Friday, and those that fall on Sunday are observed on Monday.

### General Holiday Policies:

A non-exempt employee who is required to work on a scheduled holiday is compensated for hours actually worked on that day in addition to a maximum of eight hours of pay or compensatory time at the regular rate (not at one and a half times the rate) for the holiday.

Part-time, regular employees are entitled to a paid holiday equal to their regularly scheduled number of hours. Persons who work part of the year or work on a regular part-time basis are not paid for holidays which fall within their off periods or nonscheduled workdays.

A full-time regular employee, whose normal workweek includes Saturday and Sunday and who is given two days off during the week, is given credit for eight hours of holiday time if a holiday falls during his/her normally scheduled off-time.

An employee who is scheduled to work on a holiday is eligible for equal time off at a later date if he/she is scheduled to work on a holiday. Under certain circumstances, and upon the recommendation of the supervisor, the employee may receive compensation in lieu of time off. The time should be reported accordingly on the bi-weekly time record in Self-Service Banner.

*Note: University Police, who are on a twelve-hour schedule, should refer to their shift policy for information about compensation for holidays.*

An employee on paid sick or annual leave during a holiday is granted holiday pay in lieu of sick or annual leave pay. If an employee is on an unpaid leave of absence or leave without pay, he/she is not paid for a holiday which occurs during his/her absence.

Employees who normally receive shift differential should receive the same for paid holidays.

Holidays of importance to an employee that are not observed by the University may be observed by the employee's use of annual leave, personal leave, or leave without pay. Such leave is subject to the approval of the employee's supervisor.

If the President gives university employees an additional holiday and makes the announcement in advance of the designated day, those employees who are on annual or sick leave are eligible for the holiday as well. On the other hand, if the President dismisses the employees early for a holiday, the employees on annual or sick leave are not given credit for the hours involved in the early dismissal.