



CSEA – 2025/2026 Holiday Pay Guidelines

(Confidentials/Executive Secretaries/Technicians follow the same rules)

There are four (4), and up to eight (8), University holidays in December/January where pay is impacted based on work or time off. *Specifically, December 24, December 25, December 31, 2025, and January 1, 2026, are eligible paid time off for permanent employees and up to four days on any of the following dates: 12/26/25, 12/27/25, 12/28/25, 12/29/25, 12/30/25 or 1/2/26 are eligible for additional holiday pay (based on one's primary work schedule).*

To be eligible for holiday pay, all full time/full-time seasonal and part-time/part-time seasonal employees must be:

- regularly working;
- must be scheduled to work during the week in which the holiday falls;
- must work on his or her last scheduled workday preceding the holiday and his/her first scheduled workday following the holiday.

If a full time/full time seasonal employee requests and has approved vacation, personal business, personal holiday, sick or funeral time around the holiday, they shall still qualify for holiday pay. If an absence is due to sickness, the University may require verification from the employee's physician.

Full-time employees on layoff (seasonal or otherwise), leave of absence, or other leaves (e.g., disability, worker's compensation) shall not be eligible for holiday pay.

Part-time & Part-time Seasonal employees shall receive holiday pay for the designated (HOL) holiday per contract. If the holiday falls on a Saturday or Sunday and the part time employee is scheduled to work that day but not the preceding Friday or following Monday when the holiday is celebrated, the part time employee shall receive holiday pay for that day.

Holiday pay for 12/24/25, 12/25/25, 12/31/25 and 1/1/26 will be paid at the employee's regular straight time hourly rate for the normal daily hours. If an employee works on one of these days, they shall receive time and one-half for all hours worked, plus Holiday pay at their regular scheduled day.

THE FOUR ADDITIONAL PRESIDENT'S HOLIDAY DAYS IN DECEMBER AND JANUARY (PHOL)

*Any **FOUR** of the following days: December 26, 27, 28, 29, 30, AND January 2nd, 2026, that would be regularly scheduled workdays for an employee are also paid holidays. However, these days are not subject to the premium pay, shift differential, or weekly "work" time provisions for extra pay and benefits.*

An employee who would normally work on any four of these days, if they are regularly scheduled workdays, will use code "President Holiday (PHOL) on the timesheets. The pay for this time is based on an employee's regular base rate. If an employee works on any of these four days, they are eligible for additional "holiday" pay at straight time. Shift differential does NOT apply. The President's Holidays will NOT count towards weekly overtime.

Full time & Full time/Seasonal – Clerical staff are considered to be on a normal schedule during the December holiday break, therefore qualify for up to four days [President Holiday] at 100%.

Part-time seasonal employees shall receive 75% of their normal daily hours for each of the four additional days as eligible based on their normal scheduled days.

**This is an information memo from Human Resources. If you have questions relating to the bargaining unit agreement, please contact a Union Officer.*