

Non-Exempt Administrators – 2025/2026 Holiday Pay Guidelines

There are up to eight (8) designated University holidays in December/January: *December 24, December 25, December 31, 2025, and January 1, 2026 along with any four regularly scheduled workdays on any of the following dates: 12/26, 12/27, 12/28, 12/29, 12/30 and 1/2/26.*

To be eligible for holiday pay, all full time/full-time seasonal, 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/her last scheduled workday preceding the holiday and his/her first scheduled workday following the holiday.

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.

Holiday pay consists of pay at the employee's regular straight time hourly rate for the normal daily hours. If an employee works on a designated holiday they will be paid straight time for any work hours on a holiday and a {Holiday} at their regular schedule. *Unless hours result in weekly overtime*

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 2, that would be regularly scheduled workdays for an employee are additional paid holidays.

An employee records any *four* of those, if they are regularly scheduled workdays, as code "President Holiday" ("phol") days on the timesheet and is paid straight time for hours worked. The President's Holidays will NOT count towards weekly overtime.