



PCPSOA – 2025/2026 Holiday Pay Guidelines (*Disclaimer)

There are up to eight (8) designated University holidays in December/January between the dates of December 24, 2025 and January 4, 2026.

The Christmas and New Years Holidays shall be observed on their calendar day (12/24/25, 12/25/25, 12/31/25, 1/1/26) regardless of when they may be designated by the Federal or State government. Employees shall receive holiday pay only for those hours of their shift which actually fall on the holiday. *A day is recognized as holiday worked when an officer's shift begins on the day designated as holiday.*

To be eligible for holiday pay, full time employees must be:

- hourly
- regularly working (*regularly scheduled day*)
- 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 and the holiday itself if assigned.

If a full time 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.

Full time employees who work on a day observed as a holiday will receive time and one-half for regular hours worked and holiday pay of one day (8 hours on this schedule) at straight time rate, or PT Schedule "day".

In addition, any four days between December 26th, 2025 - December 30, 2025, and January 2 – January 4, 2026 may be eligible for and additional President's holiday pay based on one's regular schedule.

Full-time employees who are scheduled to work on ***any four*** of the dates between 12/26/25, 12/27/25, 12/28/25, 12/29/25, or 12/30/25, 1/2/26, 1/3/26, 1/4/26 may use up to four (4) days in this period as additional holiday pay (code PHol).

To provide more flexibility around the holidays, the President has designated Friday, January 2, 2026, as an additional holiday (code Hol).

Part time employees regularly scheduled to work on a designated holiday shall receive holiday pay for that day under the same conditions as defined in Article 23, Holidays.

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