



SEIU – 2025/2026 Holiday Pay Guidelines

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 the following dates: 12/26/25, 12/27/25, 12/28/25, 12/29/25, 12/30/25, and 1/2/26 are eligible for additional holiday pay (based on one's primary work schedule).*

The day that the shift begins is the day recognized as a holiday.

Full time and seasonal employees who are regularly working will receive holiday pay provided they work on the last scheduled day preceding the holiday, if scheduled, and the first scheduled day following the holiday. If an employee works part of the day (preceding and/or following) and takes the remainder of the day as sick or leave without pay, they shall be disqualified from receiving holiday pay.

If an employee requests and has approval to use benefit time (*such as vacation, personal business, personal holiday (including funeral time)*) for the “scheduled day preceding/first scheduled day following the holiday” it shall not disqualify him/her from receiving holiday pay. Approved sick time may also qualify with documentation.

Regular and seasonal employees, who are scheduled to work on a holiday, shall be paid time and one half for hours worked plus receive holiday pay of one regular work day at straight time with shift differential included. Shift differential should also be applied to vacation and personal holiday pay.

Facilities Operations: when the schedule makes it possible, an employee with a regular five-day schedule will be scheduled to work the 5 days in the week to include the (HOL) holiday, with one of the regular earlier days off, so that the holiday day does not become day #6 equal to overtime.

Regular employees in DS may be bumped by more senior employees for work around the holidays. If the regular bumped employee signs up to work as a temporary employee, that person has changed categories, and is paid the temp wage. That person's work in the temp shift is separate from his/her regular work, unless in same week for OT purposes. If the person doesn't show up for one of the temp shifts that failure to show up does NOT take away holiday pay, the decision on holiday pay is made based on the regular schedule that person has, separate from temping.

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, 3, or 4, 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 records any four of those, **if they are regularly scheduled workdays**, using the code of “President's Holiday” on the timesheet. **If there are hours worked, it is paid straight time plus receive holiday at straight time.** *Shift differential does NOT apply.*

Seasonal employees who are scheduled to work on any of these additional President Holidays are paid straight time for hours worked plus receive 75% of their normal daily hours for each additional December holiday days.

Seasonal employees not scheduled to work during the President Holidays (PHOL) days shall receive 75% of their normal daily hours for each of the President Holidays.

OVERTIME

If an employee works over 40 hours in the week the employee gets overtime. The designated holidays count as time worked but the special December [President's Holidays] do NOT.

Payroll week ending 12/28/2025

12/15/2025	Monday	<i>Regular work day (if applicable)</i>
12/16/2025	Tuesday	<i>Regular work day (if applicable)</i>
12/17/2025	Wednesday	<i>Regular work day (if applicable)</i>
12/18/2025	Thursday	<i>Regular work day (if applicable)</i>
12/19/2025	Friday	<i>Regular work day (if applicable)</i>
12/20/2025	Saturday	<i>Regular work day (if applicable)</i>
12/21/2025	Sunday	<i>Regular work day (if applicable)</i>
12/22/2025	Monday	<i>Regular work day (if applicable)</i>
12/23/2025	Tuesday	<i>Regular work day (if applicable)</i>
12/24/2025	Wednesday	Holiday
12/25/2025	Thursday	Holiday
12/26/2025	Friday	Presidents Holiday/Based on schedule/Not to exceed 4 total
12/27/2025	Saturday	Presidents Holiday/Based on schedule/Not to exceed 4 total
12/28/2025	Sunday	Presidents Holiday/Based on schedule/Not to exceed 4 total

Payroll week ending 1/11/2026

12/29/2025	Monday	Presidents Holiday/Based on schedule/Not to exceed 4 total
12/30/2025	Tuesday	Presidents Holiday/Based on schedule/Not to exceed 4 total
12/31/2025	Wednesday	Holiday
01/01/2026	Thursday	Holiday
01/02/2026	Friday	Presidents Holiday/Based on schedule/Not to exceed 4 total
01/03/2026	Saturday	Presidents Holiday/Based on schedule/Not to exceed 4 total
01/04/2026	Sunday	Presidents Holiday/Based on schedule/Not to exceed 4 total

Overtime Pay if over 40 hrs. Not including PHOL time off.

May use up to 3 PHOL days between 12/26 – 12/30

May use up to 1 PHOL days between 01/02 – 01/04

Option for PHOL if regularly scheduled day

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