

Holidays BU-PP 407

Policy:

Baylor University provides employees time away from work to observe various national and religious holidays as follows.

Topics:

Holidays observed
Eligibility for holidays
Departments open during the holiday

Related policies:

[BU-PP 305 – Overtime Pay](#)

Additional information:

[Holiday Schedule](#)

Contact:

Payroll Office (254) 710-2217
Human Resources at askHR@baylor.edu or 254.710.2000

Holidays observed

New Year's Day
Martin Luther King Day
Easter – the Friday before and the Monday following Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Holidays (Wednesday, Thursday, and Friday)
Christmas Holidays (December 24th – 31st)

In the event the holiday falls on Saturday; the University will observe the holiday on the preceding Friday. If the holiday falls on Sunday, the University will observe the holiday on the following Monday.

Eligibility for holidays

The University pays eligible staff for the above holidays in accordance with the following guidelines:

- **Regular full-time staff** are paid for holidays provided the employee is in pay status on the workday immediately preceding the holiday and the workday immediately following the holiday.
- **Regular part-time staff** (less than 30 hours) are paid for holidays provided the employee is normally scheduled to work the day of the holiday and is in pay status on the workday immediately preceding the holiday and the workday immediately following the holiday.
- **Temporary full-time or part-time employees** with benefits are paid for holidays as described for regular employees above.
- **Other temporary, seasonal or intermittent employees** do not receive pay for holidays.

Departments open during the holiday

Supervisors and department heads will arrange equitable work schedules among employees so that offices and departments can remain open on holidays when necessary.

- Eligible full time staff required to work on a University holiday will be given an alternate day off. The alternate day must be arranged in advance by the employee and approved by the supervisor or department head.
- Eligible full time staff whose scheduled day off occurs on a University holiday will be given an alternate day off. The alternate day must be arranged in advance by the employee and approved

- by the supervisor or department head.
- Bi-weekly paid employees working any of the observed holidays will be paid at time and one-half times the regular rate of pay.