Policy Statement

Baylor University (the “University”) provides eligible employees paid time away from work to observe various national and religious holidays. Time away from work must be approved and recorded in a manner that protects the interests of both the institution and its employees.

Reason for the Policy

The purpose for this policy is to establish eligibility to receive holiday pay as well as communicate appropriate time keeping procedures for hours worked during University holidays.

Individuals/Entities Affected by this Policy

Faculty, staff, and benefit eligible temporary employees

Exclusions

Short-term temporary staff

Related Documents and Forms

University Policies and Documents
Holiday Schedule

Other Documents
Fair Labor Standards Law

Definitions

These definitions apply to terms as they are used in this policy.

1. Holiday Time
University Holiday | Day deemed as holiday by University administration
---|---
Non-Exempt Employee | Hourly paid employee, eligible for overtime pay
Eligible Employee | Non-exempt regular staff, paid hourly wage for standard work week
Exempt Employees | Employees paid on a monthly (salaried) basis and not eligible for overtime
Short-term Temporary Staff | Staff positions that are temporary and or intermittent/seasonal in nature and do not qualify for leave accruals or other employee benefits

**Contacts**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
<th>Office email/web site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Questions</td>
<td>Human Resources</td>
<td>254-710-2000</td>
<td><a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a>&lt;br&gt;www.baylor.edu/hr</td>
</tr>
<tr>
<td>Recording Holiday Hours</td>
<td>Payroll Office</td>
<td>254-710-2219</td>
<td><a href="mailto:payroll@baylor.edu">payroll@baylor.edu</a>&lt;br&gt;www.baylor.edu/payroll</td>
</tr>
</tbody>
</table>

**Responsibilities**

<table>
<thead>
<tr>
<th>University Administration</th>
<th>Determines University holiday schedule</th>
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<tbody>
<tr>
<td>Payroll Office</td>
<td>Provides instruction for recording of holiday hours and alternate schedules for submission of timecards; posts annual holiday schedule</td>
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<tr>
<td>Employee</td>
<td>Records hours away from work for University holidays or hours worked for the same as appropriate</td>
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</tbody>
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**Principles**

Baylor University supports the wellbeing of its employees by granting paid time away from work for University holidays.

**Procedures**

**Recording Holiday Hours**

Non-exempt employees record time away from work for observed holidays via the University’s time collection system, managed by the Payroll Office. Employees are compensated for holidays provided the employee is in an active and paid status the workday immediately preceding the holiday and the workday immediately following the holiday. Employees who separate from the University must work the day prior to and the day immediately following the observed holiday to be compensated for the holiday.

2. Holiday Time
Employees who work the observed holiday are compensated at one and a half times the regular rate of pay.

Exempt employees record time away from work for observed holidays via the monthly absence report, maintained by the department timekeeper.

Alternate Holiday Hours

Employees required to work on observed holidays are given an alternate day off, arranged in advance by the employee and approved by the supervisor or department head.