



Policy Title: Holiday Time

Policy Number: 407

Date Issued:

**Responsible Executive: Vice President & Chief
Human Resources Officer**

Date Last Revised: October 29, 2018

Responsible Office: Human Resources

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

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	askHR@baylor.edu www.baylor.edu/hr
Recording Holiday Hours	Payroll Office	254-710-2219	payroll@baylor.edu www.baylor.edu/payroll

Responsibilities

University Administration	Determines University holiday schedule
Payroll Office	Provides instruction for recording of holiday hours and alternate schedules for submission of timecards; posts annual holiday schedule
Employee	Records hours away from work for University holidays or hours worked for the same as appropriate

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.