



Policy Title: Holiday Time

Policy Number: BU-PP 407

Date Issued: October 29, 2018

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

Date Last Revised: January 1, 2021

Responsible Office: Human Resources

Holiday Time BU-PP 407

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 University and its employees.

Reason for the Policy

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

Individuals/Entities Affected by this Policy

Staff, faculty members, and benefit-eligible temporary employees

Exclusions

Short-term temporary staff

Related Documents and Forms

University Policies and Documents

[Holiday Schedule](#)

Definitions

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

| | |
|-----------------------------------|--|
| 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 Employee | Employee 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 |

Responsibilities

| | |
|----------------------------------|--|
| Employee | Records hours away from work for university holidays or hours worked for the same as appropriate |
| Payroll Office | Provides instruction for recording of holiday hours and alternate schedules for submission of timecards; posts annual holiday schedule |
| University Administration | Determines University holiday schedule and may change it in Baylor's discretion |

Principles

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

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Procedures

Recording Holiday Hours

Non-exempt employees record time away from work for observed holidays via the University's time collection system and record this time as Holiday hours on their timecard. 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.

Additional Pay

Non-exempt employees who work the observed holiday are compensated at one and a half times the regular rate of pay. Time will be recorded as regular hours on their timecard and the extra pay will be automatically added.

Alternate Time Off

Non-exempt employees required to work on observed holidays will be given alternate time off equal to the hours worked on the holiday. The alternate time off will be added to the employee's alternate time leave balance once the employee's time card is approved.

Exempt employees are given alternate time off equal to the hours worked on the holiday and should coordinate this leave with their supervisor. The exempt employee's manager should report the employee's hours worked on the holiday to Human Resources who will add the hours reported to the employee's alternate time leave balance in the system put in place by the University.

Upon separation from service, unused alternate time has no cash value in the employee's final pay.