

HOLIDAY LEAVE REPORTING

Holiday Definition See ARP 8.56

•A holiday is defined as **12:00 a.m. to 11:59 p.m.** on each designated day.

Eligible for Holiday Pay		Not Eligible for Holiday Pay
Regular and term-appointment employees working 0.5 FTE or greater		Part-time employees (<0.5 FTE), temporary employees, and student employees

Employee Group	Holiday Leave	Holiday Worked
Exempt Staff, Faculty, Graduate Assistants	No action required	Supervisor may designate alternate holiday within fiscal year.
Nonexempt Employees	Report HOL for scheduled hours.	Report HWK ; receive holiday premium pay (regular + 1.5x).
Ineligible Employees	Do not report if not worked	Report worked hours as REG , RGT , RGS , or RGW (regular pay).

Holiday Pay Not Granted If:

1. Unexcused absence the workday before/after the holiday.
2. On Leave With Out Pay the day before the holiday.
3. Winter Break-if hired after December 15



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