

**SAINT LOUIS UNIVERSITY**  
**HOLIDAY POLICY**

4

Memorial Day  
Independence Day  
Labor Day  
Day before Thanksgiving  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas Day  
Day following Christmas  
New Year's Eve Day

The day before Thanksgiving and New Year's Eve Day may be rescheduled if required by University operations.

SLUCare and other business units of the University must set hours of operation that are productive and serve their customers. Offices that support these business units must be aware of these schedules, and be available to provide service when they extend beyond what is typical for most University departments. (These units include: libraries; the recreation center; residence halls; facilities services; public safety; etc.) Eligible employees of any unit, required to work all or part of a designated holiday, will be allowed to "bank" the holiday hours for use in a future

Hourly paid staff will be compensated on a prorated basis for the holiday based on 20 percent of the number of hours they are budgeted to work in a workweek.

Example:

20 hours/week X 20 percent = 4.0 hours holiday pay (.5 FTE)

32 hours/week X 20 percent = 6.4 hours holiday pay (.8 FTE)

40 hours/week x 20 percent = 8.0 hours holiday pay (1.0 FTE)

Example: employee budgeted to work 40 hours per week, 8 hours per day.

A holiday occurs on Thursday; however, the employee worked 5.0 hours on the observed holiday. In this instance, the employee should report 5.0 hours worked (regular); 3.0 hours of holiday pay (holiday pay); and 5.0 hours of banked holiday time (holiday-worked/accrued).

## **7.2 Four (4)**

the staff member's supervisor, a holiday may be taken earlier in the same pay period in advance of the University-scheduled holiday. A staff member, scheduled to work a holiday but unable to do so due to illness, jury duty, bereavement or an approved paid leave of absence, will have hours recorded and paid as holiday leave. Holiday hours may not be banked to allow a staff