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604.00 -- Holiday and Holiday Break Policy

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Title: Holiday and Holiday Break Policy

Constituents: University Full-Time Faculty and University Full-Time and Part-Time Staff, Excludes Adjunct Faculty, Student Workers, and Temporary Employees

CATEGORY <i>HUMAN RESOURCES</i> 600	Requested Implementation Date: March 1, 2017	POLICY NUMBER 604.00
	Approval Date: March 11, 2017	

POLICY STATEMENT

This policy only applies to full-time faculty and full-time and part-time staff (collectively “employee(s)”). This policy does not apply to adjunct faculty, student workers, or temporary employees.

Concordia University observes eleven (11) holidays. Concordia’s President or designee may also close the entire campus for additional holiday recognition days during Christmas University break (“Holiday break”). This policy identifies employee eligibility and provides guidance for eligibility, use, and compensation of the observed holidays.

POLICY

A. Observed Holidays:

1. Concordia observes the following paid holidays annually when all offices are closed:

New Years’ Day Martin Luther King Day Good Friday Memorial Day Fourth of July Labor Day	Thanksgiving Day Day After Thanksgiving Christmas Eve Day Christmas Day New Year’s Eve Day
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2. Unless otherwise specified by the President, the Friday preceding the Holiday will be observed if a Holiday falls on a Saturday. If the Holiday falls on a Sunday, the Monday following the Holiday will be observed. If, however, the following Monday is also a Holiday, the Friday preceding the Holiday will be observed. For example, if Christmas Eve falls on a Sunday and Christmas Day falls on a Monday, Christmas Eve will be observed on the preceding Friday.



B. Eligibility and Compensation:

1. New employees must work the day before the Holiday or Holiday break to be paid for the Holiday or Holiday break.
2. Full-time employees receive regular pay for each Holiday and/or Holiday break.
3. Part-time employees receive a pro-rata number of hours for each Holiday or Holiday break, based upon his/her percentage of scheduled hours.
4. An employee that is on a FMLA and/or OFLA leave is not eligible for a paid Holiday and or paid Holiday break unless the employee is utilizing paid leave (e.g., sick, vacation, PTO) during the FMLA and/or OFLA leave; in such cases, employee will be paid for Holidays and Holiday break.
5. Non-exempt employees should only input the hours scheduled to work as holiday time (e.g., if employee schedule to work four (4) hours, the employee should input four (4) hours of holiday time.
6. If an employer is not scheduled to work on the day that the Holiday is observed, employee will not receive compensation for Holiday.

C. Working on a Holiday:

1. A department may schedule employees in positions designated as “essential” to work a Holiday or Holiday break. (Supervisor will identify “essential” positions.)
2. A non-exempt employee who works on a Holiday or Holiday break will receive double-time pay (Holiday pay + regular pay). For example, if a full-time employee is required to work 5 hours on a Holiday or Holiday break, the employee would mark his/her timecard as 5 “Regular” hours and 8 “Holiday” hours. The payroll department will pay the 5 regular hours at the double-time rate.)
3. An exempt employee who works a Holiday can only take holiday time on a different day in the same pay period.

D. General Guidelines:

1. If an “essential” employee is schedule to work on a Holiday or Holiday break and the employee fails to report as scheduled, the employee should record paid leave time for the day—not Holiday pay.
2. If a Holiday or Holiday break occurs during a scheduled vacation, the employee will receive Holiday pay.

REASON FOR POLICY

To establish consistent policy for eligibility, use, and compensation for University observed Holidays and Holiday breaks.



CONCORDIA
UNIVERSITY

-PORTLAND, OREGON-

Official University Policy

RESPONSIBLE UNIVERSITY DEPARTMENT / OFFICE

Office of Human Resources
Concordia University – Portland
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Portland, OR 97211

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