UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-2008	**Policy Title:**	Holiday Leave Policy
Effective:	01/01/2025	**Responsible Office:**	Human Resources
Date Approved:	11/05/2024	**Approval:**	Executive Vice President & Chief Operating Officer
Replaces Policy Dated:	12/08/2021	**Responsible University Official:**	Chief Human Resources Officer

SCOPE:

This policy applies to the University of Richmond Employees and all of its Affiliates. As used in this policy, the term "Employees" refers to staff and faculty; "Affiliates" means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity's governing board.

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POLICY STATEMENT:

HRM-2008.1 – Policy

The University observes fifteen days of staff holiday and two floating holidays annually:

- New Year's Day (or Monday after)
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Friday after Thanksgiving Day

- Six days of Winter Break (dates vary and do not apply to weekend dates: typically December 24th through December 31st)
- Two Floating Holidays (to be used within the calendar year). Employees will receive two floating holidays each calendar year. See below for details.

The University will make reasonable accommodations to employees who wish to observe religious holidays not included in the holiday list above by allowing employees to take the day off. The University's floating holidays and vacation leave allotments are designed to allow employees some flexibility to take time off at their discretion (with supervisory approval) for such instances.

Regular full-time employees and part-time employees regularly scheduled to work at least 1,000 hours per year are eligible for holiday pay. Full-time employees who work less than 12 months will not receive holidays during their time away. Part-time employees regularly scheduled to work at least 1,000 hours per year are eligible for holiday pay based on a pro-rated basis. Only hours worked on an observed holiday will be credited toward overtime calculations.

To qualify for holiday pay, an employee must be in an approved pay status the scheduled day before and the scheduled day after the holiday. In addition, the employee must meet (or be officially excused from) their last assigned work shift prior to the holiday and meet (or be officially excused from) the next assigned work shift following the holiday.

Holiday hours will be paid based on scheduled total weekly hours divided by 5. No holiday pay is granted when a holiday occurs during leave without pay, during an unpaid leave of absence, parental leave, while on layoff status, or on a suspension. While an employee is receiving Short Term Disability (STD) payments, the payment of the holiday will be paid at 66 2/3% consistent with STD payments.

An employee's last day of employment must be an active workday and not a holiday.

Working on a holiday:
If a university-observed holiday falls on a day when classes are in session or students are on campus or when the University has work of an essential nature, employees may be required to work during a scheduled holiday. Department supervisors will decide if a department must provide services on holidays and/or if an individual employee needs to work on the holiday.

In such instances, if required to work on an official University holiday a non-exempt staff member will be:

- Paid **regular hours** for the time worked; **AND**
- Paid whichever is greater- the holiday hours that equal the time worked or the employee's eligible holiday hours (scheduled weekly hours/5).

When operationally feasible, a non-exempt/hourly employee who is required to work on a holiday may take an alternate day off during the same work week.

Exempt staff who are required to work during a scheduled holiday will receive regular pay only. When operationally feasible, an exempt employee required to work during a holiday will be granted an alternate day off within the same pay period.

Employees Working 12 hour Rotating Shifts in Departments with 365-day Staffing (except for Grandfathered Employees)

Non-exempt employees who work twelve (12) hour rotating shifts, in departments (e.g., Police/Boiler Plant) required to provide seven days per week, 365 days per year service will be paid twelve (12) hours of holiday pay for all University holidays.

HRM-2008.3 – Grandfathered Employees

Police Officers hired prior to July 1, 2012, who work twelve (12) hour shifts may continue to schedule their University holidays throughout the year, with approval from their supervisor, at the rate of eight hours (8) per University holiday for a total of 120 hours per year. This group of employees will continue to be paid only regular time for any holidays worked. Holiday hours must be used in half day increments and used within each calendar year and cannot be carried over.

HRM – 2008.4 – Floating Holidays

Employees will receive two floating holidays each calendar year. All policies above apply to floating holidays in addition to the following.

Floating holidays must be:

- Used in full- or half-day increments for monthly (exempt) employees
- Used in 15-minute increments for bi-weekly (hourly) employees
- Used by December 31st each year. They will not carry over to the following year
- Paid based on regularly scheduled hours
- Approved by the employee's supervisor
- Used on a regularly scheduled work day

Eligible new hires will receive:

- 2 floating holidays if hired prior to July 1st
- 1 floating holiday if hired between July 1 and October 31st

RELATED POLICIES:

Policy on Staff Position Types

POLICY BACKGROUND:

Original policy in existence prior to 2007.

Wednesday before Thanksgiving added as holiday in 2007.

MLK added as holiday in 2013, effective with 2014 MLK holiday.

Non-substantive revisions for clarity made in 2018.

Juneteenth added as a University holiday in 2020, effective with the 2021 Juneteenth holiday.

Winter break standardized at six days in 2021, effective with the 2022 holiday calendar.

Revised policy reviewed by President's Cabinet, Academic Deans and Benefits Committee prior to approval

on 06/14/2021.

Revision in December 2021 to address grandfathered employees and employees who work 12-hour rotating shifts.
Revised policy reviewed by President's Cabinet on 10/29/24 and approved on 11/05/2024 effective 1/01/2025.

Non-substantive revisions made on 07/21/2025.

Non-substantive revisions made on 11/21/2025 for clarification regarding pay for staff working during University holidays.

Non-substantive revisions made on 05/27/2026 to align with Workday configurations for hourly time reporting.

POLICY CONTACTS:

Chief Human Resources Officer