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:

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The University observes the following staff holidays:

- New Years Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Winter Break (*dates vary: typically December 24th through December 31st*)

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. Personal leave is designed to allow employees some flexibility to take time off at their discretion (with supervisory approval) for such instances.
Regular full-time employees are eligible for holiday pay when a holiday falls on one of their regularly scheduled work days. Part-time employees regularly scheduled to work over 1,000 per year are eligible for holiday pay based on a pro-rated basis.

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

No holiday pay is granted when a holiday occurs during leave without pay, during an unpaid leave of absence, while on layoff status, or on a suspension.

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, not the employee. In such instances,

Non-exempt/hourly paid employees required to work on an official University holiday have the choice to either:

• Be paid for the time worked and the holiday or,
• Take the day at another time within the same pay period the holiday falls. Employees are not permitted to take the day any other time within the calendar year.

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.

POLICY CONTACTS:
Senior Associate Vice President of Human Resources