



Holiday Leave

LP 5.6

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I Summary

This policy establishes the guidelines for holidays pursuant to regulations of the Division of State Human Resources (DSHR) 19-708 and the South Carolina Code of Laws 8-11-610.

II Eligibility

Employees in leave-eligible positions shall be allowed to observe with pay the legal holidays.

III Legal Holidays

- A. The following holidays are normally observed by the university:
1. New Year's Day – January 1
 2. Martin Luther King, Jr. Day – Third Monday in January
 3. Memorial Day – Last Monday in May
 4. Independence Day – July 4
 5. Labor Day – First Monday in September
 6. Day before Thanksgiving Day – Fourth Wednesday in November
 7. Thanksgiving Day – Fourth Thursday in November
 8. Day after Thanksgiving – Friday Following Thanksgiving
 9. Christmas Eve – December 24
 10. Christmas Day – December 25
 11. Day after Christmas – December 26
 12. Two additional December holidays

IV Holiday Observance Procedure

- A. The holiday schedules of colleges and universities may differ based on the academic schedule, but the number of holidays cannot exceed the number of holidays allowed by the state and as stated in the DSHR Regulation 19-708.03 (G).



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- B. The Office of Human Resources will publish the university's holiday schedule before the beginning of the calendar year in which the holidays are observed.
- C. Generally, if a holiday falls on a Saturday or Sunday, it will be observed on the preceding Friday or the following Monday, respectively, by employees working a Monday through Friday schedule. Employees shall observe the holiday on the designated day or receive holiday compensatory time.
- D. Employees in leave-eligible positions who do not work a normal Monday through Friday workweek shall receive no more nor any fewer number of holidays than those employees who work the normal Monday through Friday workweek.
- E. The length of the employee's holiday is computed based on the number of hours in the employee's average workday. To determine the number of hours in a holiday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
- F. When a holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave.
- G. Employees who are on leave without pay the day before a holiday shall not be paid or receive holiday compensatory time for holidays falling during this period of leave without pay.
- H. When a holiday falls during a period of military leave, the employee is entitled to holiday pay and the holiday will not be counted towards the aggregate of the 15 days of military leave for training or 30 days for emergency leave.

V Holiday Compensatory Time

- A. If an employee is required to work on a holiday, the employee will be given holiday compensatory time equal to all hours worked during the holiday within one year of the holiday at the convenience of the university.
- B. An employee who must work a portion of the holiday because of a shift that begins on one day and ends on another will be given holiday compensatory time equal to all hours worked on the holiday.
- C. Exempt employees who are required to work on a holiday will be given compensatory holiday leave to be used within one year of the holiday; however, they may not receive compensation in lieu of compensatory holiday leave or upon termination.
- D. Non-exempt employees who are not allowed to take holiday compensatory time within one year of earning it will be compensated for the holiday at the employee's regular rate of pay.
- E. Employees must obtain the approval of their supervisor for working on a holiday. If granted, compensation will be at the employee's regular rate of pay.
- F. Holiday compensatory time or monetary compensation is to be paid only to those employees who are required to be on the job and performing authorized work.
- G. Employees in leave-eligible positions who do not work a normal Monday through Friday workweek will receive no more and no fewer holidays in a calendar year than employees who work the normal Monday through Friday workweek.
- H. Part-time, leave eligible employees who work on university holidays will receive a prorated amount of compensatory holiday time or monetary compensation based on their average work day and in accordance with other provisions of this policy. To determine an employee's average work day,



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divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).

VI Holiday Compensatory Time Records

Records shall be maintained for all employees who receive holiday compensatory time. Information contained in the record must include:

1. Compensatory time earned and used in terms of hours; and
2. The number of hours per week the employee is normally scheduled to work and the employee's average workday.