POLICY

The Staff Holiday Schedule provides for up to 16 paid holidays and leave days to be granted during the fiscal year. Each schedule consists of fixed holidays, one floating holiday, and leave days. Fixed holidays are so called because the day of observance is tied to a specific event (e.g., Christmas Day, Labor Day, Memorial Day). The floating holiday is taken at the employee's option with supervisor approval. The day after Thanksgiving and the days off between Christmas and New Year's are called leave days.

Floating Holiday

The staff holiday schedule coincides with the University's fiscal year, which is a twelve-month period that begins on June 1 and ends on May 31. Each staff member accrues up to one floating holiday each fiscal year in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Length of LMU Service</th>
<th>Maximum Accrual Each Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to Three Months</td>
<td>No accrual</td>
</tr>
<tr>
<td>Over Three Months</td>
<td>One floating holiday</td>
</tr>
</tbody>
</table>

A staff member may accrue a maximum of one floating holiday per fiscal year. The floating holiday need not be used within the fiscal year it is accrued however, accrual ceases once this maximum has been met. Supervisors should encourage staff members to use thei floating holiday during the fiscal year in which it was accrued.

It is the employee's responsibility to discuss with the supervisor in advance the dates he/she wishes to take a floating holiday. This will allow the supervisor to ensure adequate work coverage prior to approving the request.

An employee will be paid for an accrued floating holiday (maximum of one) upon separation from the University.

Other Terms and Conditions

To be paid for a holiday, an employee must have regular payroll status. A part-time regular employee receives holiday pay only for the number of hours he/she regularly would have been scheduled to work.

An employee who, by prearrangement with his/her supervisor, takes time off for religious holidays not included in the official University schedule, must use vacation days, a floating holiday, make up such time, or take the time off without pay.

If a holiday occurs during an employee's vacation, the employee will receive holiday pay for that day. For example, if an employee takes vacation beginning Monday through Friday (five days) and Friday is a University holiday, then the employee would receive pay for four vacation days and one holiday.

There is no special compensation should a holiday occur during the time an employee is on jury duty or performing military service. The employee will receive regular holiday pay for that day.

An employee on a leave of absence (other than a personal leave of absence) is entitled to pay for holidays and leave days which fall during the first 12 weeks of the leave of absence.

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1 See WORK STATUS.
2 See JURY DUTY.
3 See LEAVE OF ABSENCE.
An employee who has an unexcused absence on the workday before or after a holiday will not be paid for the holiday.

An employee whose last day worked precedes a holiday will not be paid for the holiday.

An employee who is required to work on a holiday or leave day may, if possible, be given alternate time off. If this is not feasible, the employee will be compensated in accordance with wage and hour laws and University policy.\(^4\)

Time off for a fixed holiday, floating holiday, or leave day is not counted as hours worked for purposes of computing overtime.

PROCEDURE

Schedules

Before the beginning of the fiscal year, the Human Resources Office at each campus prepares and distributes the holiday schedule to all staff members and supervisors at the Westchester campus. The Law School holiday schedule differs slightly and is prepared and distributed by the Human Resources Office at that campus.

Time Records\(^5\)

Absences for holidays and leave days are recorded on the employee’s Kronos Sheet, Time Sheet or Absence Report.

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\(^4\) See OVERTIME.  
\(^5\) See TIME RECORDS.