



ADMINISTRATIVE POLICY

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| Policy Title | University Holidays and Winter Recess |
| Policy Subtitle/Subject | Click or tap here to enter text. |
| Responsible Executive(s) (RE) | VP, Office of Human Resources & Institutional Equity |
| Responsible Office(s) (RO) | Employee Relations |
| Primary Point of Contact from RO | Click or tap here to enter text. |
| Contact Information (email and phone) | employeerelations@tulane.edu, 504-865-4748 |
| Date Proposed | 5/15/23 |
| Reviewed | 5/15/23 |
| Last Updated | 5/15/23 |
| Effective Date | 5/15/23 |

Permanent

Temporary

1.0 POLICY STATEMENT

The purpose of this policy is to clearly communicate the dates on which the university is closed for business. This information is important for all employees to be aware of, as it impacts their work schedule and availability. By providing a comprehensive list of university holidays, we aim to minimize confusion and ensure that employees are able to plan their time off accordingly.

Additionally, this policy outlines the eligibility criteria and rate of pay for employees who are scheduled to work on a university holiday or during Winter Recess. It is the responsibility of all employees to review this policy and adhere to the guidelines provided.

2.0 PURPOSE AND SCOPE

This policy outlines the days on which the university will be closed for business. The purpose of this policy is to ensure that all employees are aware of the standard university holidays and Winter Recess, as well as their eligibility for pay during these times. The policy also outlines the process for

requesting time off to observe religious practices or holidays that are not already scheduled by the university.

This policy outlines the university's standard holidays and Winter Recess. The exact dates for these holidays and Winter Recess will be distributed each year and posted on the Office of Human Resources and Institutional Equity website. Employees are not required to report to work on these holidays unless otherwise instructed by their supervisor. Conversely, employees may not work on a holiday without pre-approval from their supervisor.

3.0 APPLICABILITY OF THIS POLICY

This policy applies to all employees, including regular full-time employees and regular part-time employees with benefits. It is the responsibility of each employee to review and understand this policy.

4.0 WEBSITE ADDRESS FOR THIS POLICY

www.policy.tulane.edu

5.0 CONTACTS

| Subject | Contact | Telephone | E-mail/Web Address |
|--|--|--------------|------------------------------|
| Policy clarification and general information | Office of Human Resources & Institutional Equity | 504-865-4748 | employeerelations@tulane.edu |

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7.0 DEFINITIONS

Standard University holidays: This refers to the specific holidays recognized and celebrated by the University, as listed in the policy.

Exact dates: This refers to the specific dates when the holidays will occur each year.

Unless otherwise instructed by your supervisor: This means that if an employee is instructed to work on a holiday by their supervisor, they must report to work on that day.

Pre-approval: This means that an employee must obtain permission from their supervisor before working on a holiday.

Observed: This refers to the day on which a holiday is officially recognized and celebrated, even if it falls on a weekend.

Floating Holiday: This is a day that employees can use for personal or religious reasons with the approval of their supervisor.

Regular full-time: This refers to an employee who works a set number of hours per week, typically 37.5 or more.

Regular part-time with benefits: This refers to an employee who works a set number of hours per week, typically 18.75 or more, and is eligible for benefits.

Paid status: This means that the employee is working and receiving pay for their work and is not on an unpaid leave of absence.

Non-exempt employees: This refers to employees who are entitled to receive overtime pay for any hours worked beyond their normal schedule.

Exempt employees: This refers to employees who are not entitled to receive overtime pay for any hours worked beyond their normal schedule.

Premium: This refers to an additional amount of pay given to employees who work on a holiday or during Winter Recess.

Reschedule: This means that an exempt employee can adjust their work schedule to make up for the time worked on a holiday or during Winter Recess.

Overtime pay: This is the additional pay that non-exempt employees receive for any hours worked beyond their normal schedule.

8.0 POLICY AND PROCEDURES

Standard University holidays are set forth below. The exact dates of these holidays will be distributed each year and posted on the Office of Human Resources and Institutional Equity web site. You are not required to report to work on these holidays, unless otherwise instructed by your supervisor. Conversely, you may not work on a holiday without pre-approval from your supervisor.

Unless altered by University communication prior to the holiday, the practice is that if a standard University holiday falls on a Saturday, it will be observed on the Friday immediately prior. If it falls on a Sunday, it will be observed on the Monday immediately after.

1. Independence Day
2. Labor Day
3. Thanksgiving

4. Friday after Thanksgiving
5. Christmas Eve
6. Christmas Day
7. New Year's Eve
8. New Year's Day
9. Martin Luther King Day
10. Lundi Gras Day – Staff Appreciation
11. Mardi Gras Day
12. Memorial Day
13. Juneteenth (observed): Monday, June 20, 2022
14. Floating Holiday

Those weekdays falling between Christmas Day and New Year's Eve may be designated as Winter Recess at the discretion of the President of the University, though not guaranteed. The exact dates will be distributed each year and posted on the Office of Human Resources and Institutional Equity website.

Beginning July 1, 2020, the floating holiday may be used at any time during the fiscal year, with supervisor approval. Unused floating holidays do not rollover to the following fiscal year and are not paid upon termination of employment.

Employees who need time off to observe religious practices or holidays not already scheduled by the University should speak to their supervisor. Depending upon business needs, the employee may take a floating holiday, vacation time, or take unpaid time off. The University will seek to reasonably accommodate individuals' religious observances.

Eligibility for Pay for University Holidays and Winter Recess

In order to be eligible to receive their regular rate of pay during a holiday, a staff member must meet all of the following criteria:

1. the staff member must be classified as regular full-time (working at least 37.5 hours per week) OR regular part-time with benefits (i.e., working at least 18.75 hours per week); and
2. the staff member must be in a paid status on the day before and after the holiday(s) or Winter Recess (i.e., not be on an unpaid leave of absence)

Rate of Pay – Employees Not Scheduled to Work

Holiday or Winter Recess pay is paid at regular hourly wage for non-exempt employees based on the number of hours of schedule on that day and at regular pay for exempt employees.

Rate of Pay – Employees Scheduled to Work

A non-exempt employee classified as either regular full-time or regular part-time with benefits who is required to work on a standard University Holiday or Winter Recess, will be paid their regular rate of pay plus a premium of one and one-half times (1 ½ X) their regular rate for hours worked on the standard University Holiday or Winter Recess.

In addition, designated non-exempt, benefits eligible staff assigned to the School of Medicine as well as Tulane Medical Group will be paid their regular rate of pay plus a premium of one time (1X) their regular rate for hours worked on the standard University Holiday or Winter Recess.

Holiday or Winter Recess pay is not used to calculate overtime pay.

If a staff member that is classified as an exempt employee is required to work on any of the standard holidays or Winter Recess, the exempt employee may reschedule the number of days worked with the approval of their supervisor. The exempt employee will receive pay only at their regular rate for work performed on the standard holidays or Winter Recess.

9.0 CONSEQUENCE OF VIOLATING THE POLICY

Violation of this policy may result in disciplinary action, up to and including termination.

For consequences of violating the policy refer to the Faculty and Staff handbooks found at policy.tulane.edu.

APPENDIX I

Employment Classification