

**Policy Number/Title:** 4.127 Paid Holidays  
**Effective Since:** 10/01/2016  
**Last Revision Approved:** 10/01/2016  
**Responsible Office:** Human Resources

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### **1. Scope:**

The provisions set forth below apply to all employees assigned to established classified and 12 month unclassified positions. The holidays for other employees have been incorporated into the academic calendar.

### **2. Definitions:**

This section was intentionally left blank.

### **3. Policy:**

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#### **A. Statement of Policy**

It is the policy of Winthrop University that paid holidays will be observed by the university in accordance with the provisions of the State's "Holiday Act" and the State Human Resources Regulations.

#### **B. Applicability**

The provisions set forth below apply to all employees assigned to established classified and 12 month unclassified positions. The holidays for other employees have been incorporated into the academic calendar.



### **C. Observance of Holidays**

Each year, the university will observe the same number of days designated as legal holidays for employees of the State of SC. However, since the university has the right to schedule the observance of these holidays around its academic calendar, a portion of the holidays may be observed by the university at times other than the dates on which these are observed by other state agencies.

A Winthrop holiday schedule will be published on the university's website.

## **4. Procedures:**

### **D. Holiday Pay**

- a. Employees must be in paid status the day before a holiday in order to be paid for the holiday.
- b. When a holiday falls during a period when the employee is on leave with pay, including annual or sick leave with pay, that day will be counted as a holiday, not as a day of leave.
- c. Employees who are in leave without pay status on the day a holiday is observed will not be paid or receive holiday compensatory time for holidays falling within the period of leave without pay.
- d. Employees are entitled to holiday pay (or holiday compensatory time) only when the university observes a holiday, not when the state observes a holiday.
- e. Nonexempt employees will be paid for all unused holiday compensatory time upon separation of employment.
- f. Exempt employees will not be paid for unused holiday compensatory time upon separation of employment.

### **E. Holiday Compensatory Leave**

- a. An employee who is required to work on the day a holiday is observed by the university will receive holiday compensatory time equal to the number of hours the employee is required to work on the holiday.
- b. Each employee who has earned holiday compensatory time must use it within one year from the date of the holiday.



c. An employee must obtain supervisory approval prior to working hours that would result in the accrual of holiday compensatory time.

**F. Recording and Reporting Holiday Compensatory Time**

a. All nonexempt employees must record holiday compensatory time when it is earned and taken on their individual record of compensatory time.

b. All exempt employees must obtain approval from the supervisor of accrued holiday compensatory time balances.

c. All nonexempt and exempt employees must report holiday compensatory time when it is taken on the timesheet for nonexempt employees or leave report for exempt employees.

**5. Resources:**

This section was intentionally left blank.

**6. History of Revisions:**

10/01/2016	Minor Revisions
02/01/2010	Policy first established

**7. Approvals:**

Responsible Officer Signature/Date:

Vice President/Senior Administrator Signature/Date:

President Signature/Date: