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Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

January, 2020

Reference:

Classified Staff Human Resources Policy Manual 203.0

University Handbook for Appointed Personnel 8.01.02

University Staff Manual 3-105

Responsible Unit:

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Scope

All employees whose position is designated as full benefits eligible are eligible to receive holiday pay.

Policy

The University normally designates ten paid holidays each year:

- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One "floating" holiday associated with Christmas Day
- New Year's Day
- Martin Luther King Jr. Day

- Memorial Day

Calculating Holiday Time

Employees are paid for designated holidays on a prorated basis based upon their regularly scheduled total pay period hours. Employees who normally work 80 hours per pay period receive 8 hours pay for each holiday. For other FTEs, 8 hours is multiplied by the FTE. At departmental discretion, employees whose normal workday exceeds 8 hours may be paid for more than 8 hours on a holiday. However, employees may not receive more than 80 hours of holiday pay per fiscal year.

Provisions

Designated holidays that fall on a Saturday or Sunday shall normally be observed on a Friday or a Monday.

Employees must be at work or on an approved paid status on their last scheduled workday before and first scheduled workday after the holiday to qualify for holiday pay. Any holidays occurring while an employee is on unpaid leave of absence are unpaid. Academic-year employees are not paid for holidays occurring during their nonwork period.

If an employee's regular day off falls on a holiday, the employee will be granted an alternate day off within the same pay period as the holiday.

Employees who are required to work on a holiday will receive an alternate day off with pay within the same pay period as the holiday.

Holidays occurring during scheduled paid absences shall not be charged against vacation or paid sick time.

Employees who separate from University employment shall be paid for any holiday pay earned during the immediately preceding pay cycle and approved by the administrative supervisor but not yet received.

Related Information*

[Holiday Schedule \[2\]](#)

[Arizona Board of Regents Policy 6-801. Paid Holidays \[3\]](#)

Revision History*

January 23, 2020

UHAP and Classified Staff versions reconciled April and June 2015

Revised June 2007

Source URL: <https://policy.arizona.edu/employment-human-resources/holidays>

Links

[1] <mailto:hrrsolutions@email.arizona.edu>

[2] https://hr.arizona.edu/sites/default/files/Holidays_2019-2024.pdf

[3] <https://public.azregents.edu/Policy%20Manual/6-801-Paid%20Holidays.pdf>