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Policy Information

Effective Date:

September 1, 1988

Last Revised Date:

December, 2022

Reference:

Classified Staff Human Resources Policy Manual 203.0

University Handbook for Appointed Personnel 8.01.02

University Staff Manual 3-105

Responsible Unit:

Human Resources

Email:

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Purpose and Summary

To designate University holidays in accordance with [ABOR Policy 6-801](#) [2].

Scope

This Policy applies to all employees whose position is designated as full benefits eligible are eligible to receive holiday pay.

Definitions

None.

Policy

I. The University designates ten paid holidays each year:

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

II. Calculating Holiday Time

1. Employees are paid for designated holidays on a prorated basis based upon their regularly scheduled total pay period hours. Employees who 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 standard 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.

III. Provisions

1. Designated holidays that fall on a Saturday or Sunday are observed on a Friday or a Monday, respectively.

2. 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 non-work period.
3. 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.
4. 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.
5. Holidays occurring during scheduled paid absences shall not be charged against vacation or paid sick time.
6. 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.

Compliance and Responsibilities

Human Resources is responsible for compliance with this Policy.

Frequently Asked Questions*

None.

Sources*

Arizona Board of Regents Policy 6-801 - Paid Holidays [2]

Related Information*

Holiday Schedule [3]

Revision History*

03/01/2023: Replaced *Division of Human Resources* with *Human Resources*.

12/08/2022: this revision includes:

1. Added Juneteenth as a new holiday beginning in 2023.

2. The day after Thanksgiving holiday removed as a holiday and designated as a closure day under the University Closure

Compensation Policy beginning in 2023.

01/23/2020: Revised

04/2015 and 06/2105: UHAP and Classified Staff versions reconciled

06/2007: Revised

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

Links

[1] <mailto:hradmin@email.arizona.edu> [2] <https://public.powerdms.com/ABOR/documents/1499315>
[3] https://hr.arizona.edu/sites/default/files/Holidays_2019-2024.pdf