

Holiday FAQs

1. What holidays do we have off? How is Labor Day different from other holidays?
 - a. Staff members receive 10 holidays per fiscal year (July 1 — June 30)
 - b. The University observes the following as holidays:
 - i. New Year's Day
 - ii. Spring Holiday (last Friday in Spring Break)
 - iii. Memorial Day
 - iv. Independence Day
 - v. Thanksgiving Day and the day following Thanksgiving
 - vi. Christmas Day and at least two other designated days
 - c. In lieu of Labor Day, any eligible staff member may take a floating holiday on or after Labor Day and before June 30, provided that the staff member was hired prior to Labor Day.
2. May I take a day off prior to a holiday and still receive holiday pay?
 - a. All staff members receive the same holidays; however, only staff members with a regular or a term appointment of one academic year, and who are working, on vacation, or on sick leave the day prior to the holiday are paid for the time off.
3. Do I get overtime for holidays?
 - a. Holiday pay is paid at regular rates and not at overtime rates.
 - b. Non-exempt staff members must physically work over 40 hours in a work week to receive overtime pay.
4. How do we report the days between holidays (given by the University) since they are not actually considered holidays?
 - a. They are currently paid days off.
 - b. Non-exempt staff report their typical scheduled hours.
 - c. Exempt staff do not note those days within their leave reports.
5. May I take the spring break holiday before spring break and then work that day?
 - a. Holiday leave may not be taken in advance of the holiday.
6. What happens to my holiday if I am not scheduled to work on that day?
 - a. You would enter holiday hours into your timesheet for the appropriate date.
7. How do I know whether I put in 7.5 hours or 8 hours for a holiday?
 - a. You would need to enter your holiday hours based on the rate you accrue this leave. If you have questions about your accrual, you may contact Human Resources for assistance.
8. What if I don't take all of my holidays before June 30 — what happens to that time?
 - a. Holiday leave does not accrue from year-to-year and is not paid out upon resignation or termination.

9. What if I am required to work on July 4 — is that considered a floating holiday then?
 - a. Non-exempt staff members who work New Year's Day, Memorial Day, Independence Day, Thanksgiving Day, or Christmas Day will be paid for the actual hours worked on the holiday plus up to eight hours of holiday pay.

10. If you have to work on a holiday, do you take the holiday later or can you get paid extra for that day?
 - a. If a staff member is required to work on a holiday, he or she may receive equivalent time off within 30 days of the holiday with the supervisor's approval unless the staff member receives holiday pay.

11. Do I have to use my holidays?
 - a. Not technically, however, holiday leave does not accrue from year-to-year and is not paid out upon resignation or termination.

Contact Information

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