CDU Policy I.E.00570 Holidays

ISSUING OFFICER: Director of Human Resources

RESPONSIBLE OFFICE: Department of Human Resources

EFFECTIVE DATE: September 30, 2011

REVISED DATE: September 30, 2011

SUPERSEDES: CDU Policy I.E.00570, dated October 29, 2010; September 1, 2004

POLICY I.E.00570 Holidays

A. GENERAL

At Charles R. Drew University, holiday schedule provides for up to 12 paid holidays each calendar year. Fixed holidays are so called because the day of observance is tied to a specific event (e.g., Thanksgiving, Christmas Memorial Day). When a holiday falls on a Saturday, the preceding Friday will be observed. When the holiday falls on a Sunday, the following Monday will be observed.

To be paid for a holiday, exempt and non-exempt employees must have a Regular or Conditional employment status and must have worked the day before and the day after the holiday, unless on an approved leave. In order to be eligible for holiday pay, the employee must have worked the day before and the day after the holiday, unless on an approved leave. Employees scheduled to work on a holiday will be paid for hours worked and, in addition, will receive holiday pay. There is no special compensation should a holiday occur during the time an employee is on jury duty or performing military service. The employee will receive regular pay for that day.

An employee, who has an unexcused absence on the workday before or after a holiday, will not be paid for the holiday. An employee, whose last day of employment precedes a holiday, will not be paid for the holiday. If a holiday occurs during an employee's vacation, the employee will receive holiday pay for that day. For example, if an employee takes vacation from Monday through Friday (5 days) and Friday is a University holiday, then the employee would receive pay for four vacation days and one holiday. An employee who is required to work on a holiday or leave day may, if possible, be given alternative time off. If this is not feasible, the employee will be compensated in accordance with Wage and Hour laws and University policy. An employee on a paid leave of absence is entitled to pay for holidays.
B. PROVISIONS

1. Special or Religious Holidays

An employee may observe a special or religious holiday, provided that work schedules can be accommodated without undue hardship to the department and provided that the time off is charged to vacation or is without pay.

2. Alternate Full-Time Work Schedule

An employee on an alternate full-time work schedule is entitled to the same number of holidays and the same amount of paid holiday time as are granted to regularly scheduled employees.

3. Other

Full-time employees whose regular day off falls on a holiday observed by the University, receives either another day off or compensating holiday pay.

C. UNIVERSITY HOLIDAYS:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year's Day</td>
<td>Thanksgiving Day</td>
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<tr>
<td>Martin Luther King Jr. Day</td>
<td>Friday following Thanksgiving Day</td>
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<tr>
<td>President’s Day</td>
<td>December 24 (or announced equivalent)</td>
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<tr>
<td>Cesar E. Chavez Day</td>
<td>December 31 (or announced equivalent)</td>
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<tr>
<td>Memorial Day</td>
<td>New Year’s Eve</td>
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<tr>
<td>Independence Day</td>
<td>University Holiday Closure (announced)</td>
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<tr>
<td>Labor Day</td>
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<td>Veteran's Day</td>
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In addition the University grants unpaid holiday closure between Christmas Day and New Year's Day.

PROCEDURE I.E.00570 Holidays

1. During New Hire Orientation, the Department of Human Resources distributes the approved holiday schedule for the coming year.
2. Absences for holidays are recorded on timecards by the supervisor.

Applicability: All Staff and Faculty Members