

# USM Bylaws, Policies and Procedures of the Board of Regents

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## USM HR Policy Review Sheet

**Policy Number: VII – 7.30**

**New Policy Title: Policy on Holiday Leave for Regular Nonexempt and Exempt Staff Employees**

Old Policy Title: Policy on Holiday Leave for Regular Exempt Employees

1. Policy Application:  Nonexempt Staff  Exempt Staff  Faculty  Contingent Staff  
 All  Other: \_\_\_\_\_

### 2. Proposed Revisions

Terminology outdated

Re-Formatting

Title Change

Obsolete provisions deleted

Incorporated Pre-USM Policy:

Clarifications: \_\_\_\_\_

Transfer to another policy or chapter: \_\_\_\_\_

Updates to reflect changes in law

Incorporate USM-wide existing practice into policy

Incorporated Pre-USM Policy: Added Nonexempt Staff, who were inadvertently omitted.

Fills gap in policy:

Added definitions

Other revisions: Documented procedure for Transfer of Holidays; documented ability of President or Chancellor to add Holiday observance.

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**VII-7.30 - POLICY ON HOLIDAY LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES**

(Approved by the Board of Regents on December 3, 1999, **EFFECTIVE January 2 and January 12, 2000; AMENDED, 2015**)

**I. PURPOSE AND APPLICABILITY**

This policy establishes the amount of holiday leave earned by regular status employees in Nonexempt and Exempt Staff positions.

**II. AMOUNT OF HOLIDAY LEAVE**

Employees are eligible to earn 11 holidays per year, or 12 holidays during a year of general or congressional elections, and any other special observance as required by the legislature and Governor, or otherwise provided by the Chancellor or President. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.

**III. OBSERVANCE OF HOLIDAYS**

A. Institutions may at times be served most effectively by the observance of a holiday on other than the calendar date designated by the legislature and Governor. In those instances, the institution's ~~Chief Executive Officer~~ President or designee may schedule the observance of selected holidays on days other than the dates designated by the State. An employee may be required to perform duties on a holiday to meet operational needs.

B. Holidays will be earned according to the following schedule and shall be taken according to institutional procedures:

<b>Holiday</b>	<b>Calendar Date Holiday is Earned</b>
New Years Day	January 1
Dr. Martin Luther King's Birthday	Third Monday in Jan.
President's Day	Third Monday in Feb.
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in Sept.
Columbus Day	Second Monday in Oct.
Election Day	First Tuesday in Nov.
(even numbered years only)	
Veteran's Day	November 11

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Thanksgiving Day	Fourth Thursday in Nov.
Friday after Thanksgiving Day	Fourth Friday in Nov.
Christmas Day	December 25

- C. Three additional University Holiday Leave days are to be earned each calendar year and observed at the discretion of the Institution's ~~Chief Executive Officer~~ President or designee.
- D. When a holiday falls on a Saturday, it is earned the Friday before, and when a holiday falls on Sunday, it is earned on the following Monday.

#### IV. SCHEDULING OF HOLIDAYS FOR CONTINUOUS OPERATIONS

Institutions which have departments that must provide service on a continuous seven day-a-week basis may schedule an employee's holidays. Affected departments may schedule a specific day or days each month as a day off, and these days shall be treated in the same manner as regular holidays are treated for other employees. For employees in this category, one day of holiday leave shall be granted for each month, except that for the months of January and July when two days of holiday leave shall be granted. During a year of general or congressional elections, an additional day shall be granted for the month of November. Institutions have the sole discretion to determine which individual employees in a department will be placed in this category.

#### V. CARRY-OVER AND PAYMENT PRIOR TO SEPARATION

Each institution President ~~CEO~~ or designee may develop procedures as necessary for the carry-over into the next calendar year and payment of holidays prior to an employee's separation.

#### VI. ~~TERMINATION~~ SEPARATION PAYMENT

Unless employees transfer to another State agency, eEmployees who leave the USM are entitled to be paid for any unused holiday leave that has been earned as of the date of separation.

#### VII. TRANSFER OF HOLIDAYS

- A. Upon employemee transfer to another USM institution or State agency, unused Holiday hours shall be transferred after review of the holiday schedule at the other USM Istitution or the State Agency.
- B. Upon transfer to another USM institution or State agency, the employee shall not be granted additional Holiday Leave if the holiday has already been observed at or paid by the previous USM institution or State agency.

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C. An employee should not have more than 14 holidays in a calendar year (15 holidays during a year of general or congressional elections), unless otherwise provided by the President, Chancellor or Governor.

### **IMPLEMENTATION PROCEDURES:**

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its Institutional website.

~~Each Chief Executive Officer shall identify his/her designee(s) as appropriate for this policy; shall develop procedures as necessary to implement this policy; shall communicate this policy and applicable procedures to his/her institutional community; and shall forward a copy of such designations and procedures to the Chancellor.~~

### **REPLACEMENT FOR:**

~~USM BOR Policy VII 7.30, Policy on Holiday Leave; May 1, 1992~~

~~Additionally, this policy supersedes, in whole or in part, any policy(ies) and/or procedure(s) established by the Regents, Trustees, Presidents, or their designees, of the former institutions of the University of Maryland, and of the former State Universities and Colleges, and of the Regents of the University System of Maryland that are in conflict with this policy's purpose, applicability, or intent, that may have been overlooked and not included as a specific citation under "Replacement For."~~