



Procedure on Holiday Leave for Exempt and Nonexempt Employees

(Approved by the President on January 18, 2005)

I. PURPOSE

This document provides procedures to implement BOR VII-7.30 Policy on Holiday Leave for Regular Exempt Employees and establishes procedures on holiday leave for regular status Nonexempt Staff employees and Contingent Category II employees in positions equivalent to Exempt and Nonexempt category positions.

II. BACKGROUND

BOR VII – 7.30 Policy on Holiday Leave for Regular Exempt Employees covers only Regular status employees. UMBI's procedure also covers regular status Nonexempt Staff employees and Contingent Category II employees in positions equivalent to Exempt and Nonexempt category positions.

III. DEFINITIONS

- A. Unit Head - means the applicable Center Director, Vice President of a Central Administration Unit, or the President.

IV. AMOUNT OF HOLIDAY LEAVE

- A. Regular Exempt employees earn 11 holidays per calendar year (12 holidays during a year of general or congressional election), any other special observances as required by the legislature or Governor, and 3 days University Holiday Leave. University Holiday leave shall be accrued on dates scheduled annually by the President.
- B. Contingent Category II employees in positions equivalent to Exempt and Nonexempt Staff ("Contingent Category II Exempt and Nonexempt employees") earn holiday leave as designated in the employment contract.
- C. When a regular employee transfers to UMBI from another USM institution with an unused Holiday Leave balance, UMBI shall accept the holiday leave balance upon receipt of written confirmation of the leave balances from the appropriate officer of the former institution.

V. OBSERVANCE OF HOLIDAYS

- A. The President or designee shall approve and distribute a UMBI Holiday Schedule for each calendar year, indicating the dates on which holidays shall be earned and observed. VII-7.30(A)-2
- B. Under normal circumstances, UMBI Units are expected to observe holidays according to the UMBI Holiday Schedule. In circumstances where operations do not permit the facility to be completely closed on designated observance days, the Unit Head or designee shall arrange an alternate plan for observance, submit the plan for approval by the Assistant Vice President for Human Resources, and distribute the approved plan to affected employees annually.

UMBI Policies and Procedures

- C. Because of temporary operational circumstances, a supervisor may direct an employee to work on the date that a holiday is celebrated. In such a case, the employee should schedule an alternate day off before the end of the calendar year.

VI. SCHEDULING OF HOLIDAYS FOR CONTINUOUS OPERATIONS

The Head of any UMBI Unit that must provide a seven-day-a-week service shall work with the Assistant Vice President for Human Resources to designate an alternate holiday schedule for employees who are not able to be absent on the date on which a holiday is observed.

VII. HOLIDAY LEAVE CARRY-OVER

When the operations of the employee's Unit are such that a missed holiday cannot be scheduled before the end of the calendar year, the supervisor may recommend in writing to the Unit Head that the holiday(s) be carried over to the next calendar year. Under such circumstances, the carried-over holiday leave must be used by March 31st of the new calendar year. If the leave is not used by March 31, the carried over holiday leave shall be forfeited.

VIII. TERMINATION PAYMENT

- A. Regular employees who leave USM employment shall be paid for unused Holiday Leave that may have accumulated as of the date of separation.
- B. When a regular employee transfers to another institution of the USM, it is assumed that the new institution will accept the Holiday Leave obligation. If not, the employee shall be paid for the unused Holiday Leave upon confirmation by the new institution that the Holiday Leave will not be accepted in transfer.
- C. Unused Holiday Leave for Contingent Category II employees shall be paid out according to provisions in the Employment Contract.

APPROVED: Jennie C. Hunter-Cevera, 8/16/05