Rice University Human Resources Policy No. 415

HOLIDAYS

I. General Policy

This policy applies to all Rice University staff who are eligible for benefits.

Rice University normally observes certain state and federal holidays, including, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas Day, New Year's Day, Martin Luther King Day, and Memorial Day. When Independence Day falls on a Tuesday or Thursday, the preceding Monday or following Friday may also be named as a holiday. In addition, only essential functions are maintained during the winter recess between Christmas Day and New Year's Day. Department chairs/directors should determine which functions are essential; and, with the approval of their dean or vice president, require employees to be present to perform those functions. The Human Resources Department will announce the holiday calendar for each fiscal year on or before July 1. The number of days may vary each year.

To receive pay for designated holidays, a staff member must be actively at work or using approved benefit time on his or her regular work days before and after the break. Employees whose regular day off falls on a holiday have the holiday allocation added to their benefit time accumulation.

Professional, executive, or administrative staff who are required to work on University holidays or in order to maintain essential functions during the winter recess will have these days added to their benefit time accumulation.

Technical or support staff who are required by their supervisors to work on University holidays have a choice. They may choose either being paid for the holiday or having the holiday allocation added to their benefit time accumulation. In addition, they are paid 1.5 times base pay for hours worked on a holiday. Please note that hours worked on the actual holiday and the day on which the University observes the holiday, if different, are compensated at the premium rate of 1.5 times base pay.

Technical or support staff who are required to work during the winter recess are paid at their regular rate of pay and may choose either to receive winter recess pay at their normal rate or have one hour added to their benefit time accumulation for each hour worked during the recess.

For full-time employees, holidays are eight hours. Part-time employees are eligible for holiday time according to the percentage of a full year they regularly work. For example, a person who works 20 hours a week all year (50 percent of full time) would be entitled to four hours per day per holiday.

II. Responsible Official and Key Offices to Contact Regarding the Policy and its Implementation

Responsible Official: Vice President for Administration
Key Offices: Human Resources

See also:
- Benefits Eligibility Policy
- Benefit Time Policy
- Compensation Policy
- Pay Periods and Pay Practices Policy
- Short-Term Disability Policy
- Employment Definitions
Policy History
Clerical Change: January 19, 2018
Supersedes: 415-93, December 6, 1993; 415-93 (Holidays) 05/01/93; 410-92 (Holidays), 12/01/92; 401-82, (Holidays), 07/01/82