



Ohio Administrative Code Rule 3335-83-07 Holiday compensation.

Effective: [September 19, 2022](#)

(A) Classified civil service employees shall receive holiday pay for holidays observed by the university and shall not be required to work on those holidays, unless failure to work on such holidays would impair department service.

(B) Employees must receive paid time during the week that includes a holiday to receive holiday benefit pay.

(C) At no time will employees receive more than eight hours of holiday benefit pay, regardless of schedule.

(D) Holiday benefit pay for eligible full-time employees is equal to an employee's full-time equivalency (FTE) multiplied by eight hours.

(E) Holiday benefit pay for employees whose work schedule is less than forty hours per week will be either the employee's FTE multiplied by eight hours or by the number of hours the employee would normally be scheduled to work on that holiday, whichever is greater.

(F) Employees may have adjustments made to their schedules during holiday weeks at the discretion of their department.

(G) Non-exempt full-time employees who work on a holiday premium pay date will receive holiday premium pay of one and one-half times the base rate of pay multiplied by the number of hours worked. Employees have the option of electing compensatory time.

(H) Non-exempt employees whose work schedule is less than forty hours per week and who work on a holiday premium pay date will receive holiday premium pay.

(I) Non-exempt employees in intermittent positions who work on a holiday premium pay date will



receive holiday premium pay.

(J) The university may establish holiday compensation and premium pay programs that supersede any other program defined in this section, at its discretion. When such programs are established, the university shall provide notice to all affected employees.