



## Ohio Administrative Code

### Rule 3337-41-125 Holidays.

Effective: July 1, 2022

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#### (A) Eligibility

The following categories of employees are eligible for the holidays identified in this policy:

- (1) Full-time and part-time employees, excluding temporary and intermittent appointments. Bargaining unit employees covered under a collective bargaining agreement should refer to their current contract for specifics of participation.
- (2) "Tenure track," "instructional," "visiting professor," and "clinical" faculty, as defined by the "Faculty Handbook."

#### (B) Policy

This policy complies with federal and state laws and Ohio university trustees' action, and provides for the maximum possible predictability of holidays for planning purposes.

The university will be closed in observance of holidays approved by the Ohio university trustees.

- (1) A holiday which occurs on a Saturday will be observed on the preceding Friday; a holiday which occurs on a Sunday will be observed on the following Monday.
- (2) Security and vital services staff (e.g., heating plant and Ohio university police department) will be required to work on holidays to maintain the vital services of the university.
- (3) To the extent practicable, department heads and chairpersons should afford the maximum opportunity for employees to schedule time off for the express purpose of observing legitimate religious holidays. Such time off may be in the form of vacation leave or time off without pay.



(4) If an administrative employee works on a holiday, they may take compensatory time off (at the rate of one hour off for every hour worked on the holiday) within the same fiscal year, scheduled with the approval of the department head. Any compensatory time not taken within the same fiscal year as the holiday will be forfeited.

(5) Employees are eligible for holiday pay for that portion of any holiday on which they would normally have been scheduled to work. Intermittent and emergency employees do not qualify for holiday pay.

(6) Holiday pay is not applicable for a holiday which occurs during an employee's unpaid leave of absence.

(7) The following ten days are to be observed as holidays:

(a) New Year's day (January first)

(b) Martin Luther King day (third Monday in January)

(c) Memorial Day (last Monday in May)

(d) Juneteenth National Independence day (June nineteenth)

(e) Independence day (July fourth)

(f) Labor day (first Monday in September)

(g) Veterans day (November eleventh)

(h) Thanksgiving day (fourth Thursday in November)

(i) Indigenous People's day/ Columbus day (second Monday in October\*)

(j) President's day (third Monday in February\*)



(k) Christmas day (December twenty-fifth)

\*These two 'floating holidays" are scheduled on days other than the traditional dates shown in parentheses; see part (F) of policy 41.001, and part (C)(2) of this policy.

(C) Process

(1) At least three to four weeks prior to a scheduled holiday, notice should be given by the department head to employees who are required to work on that holiday to maintain the vital services of the university. If a supervisor assigns an hourly-pay employee to work on a day observed as a holiday, the employee will receive holiday day plus pay for time worked, as described in policy 40.050.

(2) University human resources will issue an official list of holiday observance dates for each fiscal year, as far in advance of the start of that fiscal year as practicable. Included in the list will be the dates of observance for the two floating holidays.