

Policy Number 112	Effective Date: 02/25/87
Policy Title: Holidays	Revised: 07/01/02; 03/15/05; 09/13/19; 11/05/20
Approval Date: 02/25/87	President's Signature: On File

PROVISIONS:

- I. The University recognizes the following legal holidays to be observed by the closing of all departments and offices except where continuous service is essential:
 - A. New Year's Day
 - B. Martin Luther King Day
 - C. Memorial Day (Last Monday in May)
 - D. Independence Day (July 4)
 - E. Labor Day
 - F. Thanksgiving Day
 - G. Christmas Holiday

- II. Proclamation of additional legal holidays by the president of the United States, governor, or other duly constituted authority may be observed by employees as determined and communicated by the president of the institution. The president of West Liberty University may determine that any such additional legal holidays shall be observed at a future date, if operational needs of the University require the holiday not be observed on the date proclaimed.

- III. The number of full holidays shall be twelve (12) plus additional days for any statewide, primary or general election.

- IV. When a holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday shall be observed as the legal holiday. Holiday schedules are to be established and used on a fiscal year basis.

- V. Should a recognized holiday occur during an authorized vacation period, the holiday will not be charged as a day of vacation time.

- VI. One-half day preceding Christmas or New Year's Day shall be a holiday when either or both of these days falls on a Tuesday, Wednesday, Thursday, or Friday.

- VII. When an employee is required to work on any designated Board or institution holiday, that employee at his/her option shall receive regular pay for the number of hours actually worked on that holiday plus substitute time off or additional pay at the rate of one and one-half (1 ½) times the number of hours actually worked on the holiday. This applies only to designated holidays as listed on the Institutional Holiday Calendar.

A designated holiday must be part of an employee's regular work schedule to be eligible for holiday pay. For example, if the holiday falls on Monday and the employee's regular schedule is Tuesday through Saturday, then the employee is not eligible for holiday pay.