

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	LEAVE BENEFITS - HOLIDAYS				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

All full-time employees are eligible for leave benefits as outlined below.

Part-time employees in eligible positions authorized at a 50% Full Time Equivalent (FTE) level or more earn holiday, vacation, sick, and funeral leave based upon their authorized position. For example, a person in a position authorized at a .50 FTE level would earn 50% of the full-time leave accruals; a .75 FTE position would earn leave accruals at a 75% level, etc.

Employees in non-benefit eligible positions (Interns, student workers, seasonal employees) do not receive holiday, vacation, sick, funeral or weather closing pay benefits. If they have been authorized to physically work on a holiday or during a campus closing, they will be paid for their work time at the applicable rate.

The University normally observes the following twelve (13) paid holidays. All employees except those engaged in continuous operations, such as Physical Plant maintenance and University Police, shall be excused from work when these holidays are observed.

- New Year's Day
- Martin Luther King Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- The Day before Thanksgiving, Thanksgiving Day and the day after Thanksgiving
- Christmas Day and five additional days between Christmas and New Year's Day

Classified staff employees required to work on a University-observed holiday will be paid at their regular rate of pay for actual hours worked plus the standard number of hours of holiday pay at their regular rate.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to

applicable individuals.

5.0 RELATED DOCUMENTS