

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

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| SECTION: Holidays and Leave | Section: IV         |
|                             | Subject: B          |
| SUBJECT: Holiday Guidelines | Effective: 06/05/09 |
|                             | Revised: 05/29/09   |

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**HOLIDAY GUIDELINES**

**Eligibility**

All employees of South Carolina State University in FTE positions (and Temporary Grant positions if allowed by the grant), will be allowed to observe with pay all University holidays.

**University Holidays**

South Carolina State University observes the official holidays listed below by closing all offices and suspending all operations except where continuous operation of services is essential. When continuous operation of services is essential, skeleton staffing should be arranged to the extent practical.

|                             |                             |
|-----------------------------|-----------------------------|
| New Years Day               | January 1                   |
| Martin Luther King, Jr. Day | Third Monday in January     |
| Independence Day            | July 4                      |
| Labor Day                   | First Monday in September   |
| Thanksgiving Day            | Fourth Thursday in November |
| Day after Thanksgiving      |                             |
| Christmas Day               | December 25                 |
| Day after Christmas         | December 26                 |
| December Holiday - 1        |                             |
| December Holiday - 2        |                             |
| December Holiday - 3        |                             |
| December Holiday - 4        |                             |

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The President may proclaim a different holiday schedule for special holidays or University activities. If a different holiday scheduled is proclaimed by the President, the number of holidays will be the same as granted to other State agencies. Annually, the President will issue a memorandum outlining the University holiday schedule.

**Holidays Declared By the Governor**

The Governor is empowered to declare Christmas Eve of each year a holiday for State employees. If the Governor declares Christmas Eve a holiday, the President will proclaim on which day the Christmas Eve holiday will be observed by the University.

**Holiday Observance Procedures**

- A. Holidays are to be taken on the prescribed day unless it is necessary for the employee to be at work. Employees who must work on holidays shall be given prior notice if possible.
- B. An employee who is required to work on a holiday shall be given holiday compensatory time at the convenience of the department. The holiday compensatory leave must be taken within one year.
- C. Employees who do not work a normal Monday through Friday workweek shall not receive any more nor any fewer number of holidays than employees who work the normal Monday through Friday workweek.
- D. All nonexempt employees who are not allowed to take holiday compensatory time earned for working on a legal holiday within the one year period shall be compensated for the holiday at the employee's straight hourly pay rate. Exempt employees shall not be paid for unused holiday compensatory time.
- E. The length of an employee's holiday is computed based on the number of hours in the employee's average workday. To determine the number of hours in a holiday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
- F. When a holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave.
- G. The holiday compensatory leave time or monetary compensation shall be awarded only to those employees who are required and approved to be on the job and performing authorized work.
- H. Part-time employees in FTE positions who work on legal holidays shall receive holiday compensatory leave credits for the hours the employee is regularly scheduled to work on that day. Part-time employees in FTE positions who observe a holiday shall be compensated for hours they were scheduled to work on the holiday.

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- I. Employees who are in leave without pay status shall not be paid or receive holiday compensatory time for holidays falling during this period of leave without pay.
- J. Upon separation from employment a nonexempt employee shall be compensated for all holiday compensatory time. Exempt employees shall not be paid for unused holiday compensatory time upon separation of employment.