



POLICY & PROCEDURE DOCUMENT

NUMBER: 4.6801

DIVISION: Finance and Administration

TITLE: University Holidays

DATE: January 3, 2000

REVISED: July 1, 2009; June 18, 2021; June 14, 2022

Policy for: All Regular Full-Time Employees

Authorized by: Assistant Vice President, Human Resources

I. Purpose and Scope

The University closes its offices and functions for regular business and activities in observance of *holidays*.

II. Policy

A. Definitions

1. For the purpose of this policy, *holidays* are defined as the following:

- a. New Year's Day
- b. Martin Luther King, Jr.'s Birthday
- c. Memorial Day
- d. Juneteenth
- e. Independence Day
- f. Labor Day
- g. Wednesday preceding Thanksgiving Day

- h. Thanksgiving Day
 - i. Friday following Thanksgiving Day
 - j. Christmas Eve Day
 - k. Christmas Day
 - l. New Year's Eve Day
 - m. Presidential Election Day (every four years)
2. Additional days scheduled during the Spring Break, Fall Break, and Winter Break each year
- a. Three (3) days of WKU Spring Break (Wednesday, Thursday, and Friday)
 - b. Two (2) days of WKU Fall Break
 - c. Six (6) days scheduled during the Winter Break period

III. Procedure

A. Eligibility for Holiday Pay

1. All regular full-time employees receive their regular pay for official holidays. Holiday pay does not apply to part-time, temporary, or student employees.
2. To be eligible for holiday pay, employees must be present for work OR in an approved paid leave status on the last regularly scheduled work day immediately preceding the holiday and the first scheduled work day immediately following the holiday. Holiday pay is a benefit of continuing employment. Employees shall not be paid holiday pay when in an unpaid leave status.
3. Should a holiday fall on an employee's regularly scheduled day off, equivalent time off will be granted at another time. Should a holiday occur while an employee is using vacation or medical leave, the holiday will not be charged as a day of vacation leave or medical leave.

IV. Exclusions

V. Related Policies

See also: University Policy

VI. Reason for Revision

06-18-2021 Added Juneteenth holiday.

6-14-2022 Added Spring and Fall Break holidays