

# North Dakota State University

## Policy Manual

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### SECTION 137 HOLIDAYS

SOURCE: SBHE Human Resource Policy Manual, Section 19

1. The University shall observe the following legal holidays:

- New Year's Day
- Martin Luther King, Jr.
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

1.1 Employees of state institutions of higher learning shall also observe every day appointed by the President of the United States or by the Governor of this state as a public holiday.

1.2 If such holiday falls on Saturday, the preceding Friday shall be observed as the holiday; or if the holiday falls on Sunday, the following Monday shall be the holiday.

1.3 University offices must be closed at 12-noon on December 24, Christmas Eve Day, which is an office closure and not a holiday; however, if December 25, Christmas Day, falls on a Saturday, institution offices must be closed all day on the preceding Friday, which is then a holiday as indicated by SBHE Section 19.2.

2. *In order to receive pay for a holiday, an employee must be in a paid work status (either working or on paid leave) both the day preceding, and the day following the holiday (see policy 212.1.1 on work week definition).*

3. Operational units of the University shall close or operate with a minimum staff on observed holidays. Employees who because of work schedules have a regular day off that coincides with a holiday shall have an additional day off with pay at the convenience of the University.

4. Special religious holidays may be observed with the advance approval of the department head. Such time shall be charged to accumulated annual leave.

5. A holiday is an eight hour day for a full-time employee and a prorated part of an eight hour day for employees who work less than full time.

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HISTORY:

New	July 1990
Amended	April 1992
Amended	December 1996
Amended	July 1997
Amended	January 2006
Amended	December 16, 2010