

Revised: May 13, 2021

POLICY

EMPLOYMENT

# Employee Handbook – Section 308 Holidays

RESPONSIBLE OFFICE

Human Resources

## 308 Holidays

### 308.1 Definition

Holiday Leave provides employees with authorized paid absences from work for the purpose of observing designated holidays. Boston University observes the following thirteen (13) holidays:

1.	New Year's Day
2.	Martin Luther King Jr. Day
3.	President's Day

4.	Patriots' Day
5.	Memorial Day
6.	Juneteenth
7.	Independence Day
8.	Labor Day
9.	Indigenous Peoples' Day
10.	Veterans Day
11.	Thanksgiving Day
12.	Friday after Thanksgiving
13.	Christmas Day

The specific dates on which the holidays will be observed are published each year in the University's [official Schedule of Holidays and Intersession Days](#).

### **308.2 Eligibility**

All regular, full-time employees and regular, part-time employees are eligible upon hire for Holiday Leave.

### **308.3 Compensation and Benefits**

When a holiday observance falls on an employee's regularly scheduled workday and the employee does not work on that day, eligible employees will be paid for the holiday at the employee's regular rate of pay. Employees will not be paid when a holiday observance falls on the employee's scheduled day off and they do not work on that day.

Employees must work both the last scheduled workday preceding a holiday observance and the first scheduled workday following the holiday observance to be eligible for Holiday Leave unless they are on an authorized paid absence for those days.

Employees who are on an authorized paid absence (e.g., Sick Leave and Vacation Leave) for the last scheduled workday preceding a holiday observance and first scheduled workday following the holiday observance will be eligible for Holiday Leave on the day of the observance.

Employees who are on an unpaid absence from the University are not eligible for Holiday Leave.

Non-exempt employees who are required to work on a regularly scheduled University holiday shall be paid at the employee's regular straight-time pay for that day. In addition, they shall receive time-and-one-half (1-1/2) pay for all hours actually worked on that holiday or, alternatively, they may elect compensatory time off, calculated at regular straight-time rates, in the amount of one-and-one-half (1-1/2) hours off for each hour actually worked.

Exempt employees who are required to work on the day of an observed holiday will be eligible for Compensatory Time Off.

Employees maintain their regular benefits while absent from work on approved Holiday Leave.

### **308.4 Related Policies**

- 301 [Vacation Leave](#)
- 302 [Sick Leave](#)
- 309 [Compensatory Time Off](#)
- 316 [Religious Holidays \(unpaid\)](#)

THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
  - [301 Vacation Leave](#)
  - [302 Sick Leave](#)
  - [309 Compensatory Time Off](#)
  - [316 Religious Holidays \(Unpaid\)](#)
- [Faculty Handbook](#) (faculty)

### Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Leaves of Absence](#)

### History

This Policy was updated on May 13, 2021 to reflect the addition of Juneteenth to the Holiday calendar, as well as to rename the holiday that we traditionally celebrate in October as Indigenous Peoples' Day. See the May 13, 2021 [BU Today Article](#) "[BU Adds Juneteenth as an Annual Holiday in University Calendar Antiracist Makeover; And Columbus Day will be renamed Indigenous Peoples' Day](#)"

" for more information on these changes.

Categories: Employment, Non-Represented Staff Keywords: absence, allow, authorize, BU calendar, BU holiday calendar, calendar, Employee Handbook, holiday, holiday leave, holidays, Indigenous People, Indigenous Peoples' Day, juneteenth