 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<b>Index:</b>	<b>502</b>
	<b>Page:</b>	<b>1 of 2</b>
	<b>Subject:</b>	<b>Paid Time Off - Holidays</b>
	<b>Revised:</b>	<b>January 1, 2022</b>

## **Holidays**

The College observes the following paid holidays for staff with Regular Full-time and Temporary Full-time appointments:

New Year's Day	Independence Day
Martin Luther King Jr.'s Birthday	Labor Day
President's Commencement Holiday	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth	Christmas Day

The College recognizes that employees may need days off for religious beliefs or practices. Supervisors are encouraged to work with employees to schedule vacation or personal leave for this purpose.

If a paid holiday falls on a Saturday, it will be observed on the preceding Friday. If a paid holiday falls on a Sunday, it will be observed on the following Monday. In addition to the list above, the President may declare additional paid holidays at their discretion.

Holiday hours count as hours worked toward the calculation of overtime for non-exempt employees.

Holidays are not paid during periods of unpaid leaves of absence or layoff unless the employee is on an approved Family and Medical Leave Act (FMLA) leave described elsewhere in this handbook.


### **Holidays for Employees with Alternate Work Schedules**

Should a holiday fall on a non-exempt employee's scheduled day off, the supervisor may, at their discretion:

1. give the employee another day off with pay during the same week or at a future date, or
2. pay the employee straight time holiday pay on the employee's day off.

Should the holiday fall on a non-exempt employee's regularly scheduled workday, the supervisor may, at their discretion:

1. schedule the employee off with straight time holiday pay, or
2. give the employee another day off with pay during the same week or at a future date, or

 <p><b>Ringling College of Art + Design</b></p> <p><b>STAFF HANDBOOK</b></p>	<p><b>Index: 502</b></p> <p><b>Page: 2 of 2</b></p> <p><b>Subject: Paid Time Off - Holidays</b></p> <p><b>Revised: January 1, 2022</b></p>
---	--

3. pay the employee straight time holiday pay on the holiday in addition to the hours actually worked.

A non-exempt employee who is scheduled to work on a holiday and fails to work their scheduled hours on the holiday will not be eligible to receive straight time holiday pay unless the absence has been approved by the Director of Human Resources.