

## **13.00 Holidays**

Birmingham-Southern College generally observes the following holidays:

New Year's Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and the day after  
Approved annual Christmas work schedule

Any paid holiday falling on a Saturday will normally be observed on the Friday preceding that Saturday; any holiday falling on a Sunday will normally be observed on the Monday immediately following that Sunday. You must be present the days immediately before and after authorized holidays (or on pre-approved annual leave, pre-approved personal holiday, or sick leave with a written doctor's excuse presented on the first day of your return to work) to be paid for said holidays.

The President of the College may designate additional days as official holidays.

You will be charged three (3) annual leave days during Christmas Break. In your initial year of employment with the College if you are hired between June 1 through the Christmas Break, you will not be charged three (3) annual leave days.

You may not substitute these paid holidays for other days off unless your supervisor requires you to work on a holiday due to business needs. If you are required to work on a regular holiday, you will be paid for your working day and you may schedule another day off to make up for the missed holiday within 6 months of the missed holiday. Make-up holidays must be scheduled in the same manner as Annual Leave Days.

### **13.01 HOLIDAY PAY**

If you are an eligible full time employee, you will receive 7.5 hours of pay at your regular, straight time rate of pay for each full paid holiday. Campus Police, Landscape Services and Operations will receive 8 hours of pay at your regular rate for each full paid holiday.

If you are an eligible, regular, part-time employee, you will receive your scheduled hours of pay at your regular, straight time rate of pay for each full paid holiday.

You will not receive holiday pay for any day that falls during a week in which you would not ordinarily be scheduled to work. You will be paid for holidays occurring during an approved leave of absence.

Holidays do not count toward working hours for purposes of overtime.

If you are classified as a non-exempt employee and are required to work on a designated holiday you will receive regular pay plus pay at one and one-half times the hourly wage for work over 40 hours or compensatory time-off work.

You will not be paid for any unused holidays upon termination of employment.