

USM Bylaws, Policies and Procedures of the Board of Regents

VII-7.30 – POLICY ON HOLIDAY LEAVE FOR REGULAR NONEXEMPT AND EXEMPT STAFF EMPLOYEES

(Approved by the Board of Regents on December 3, 1999, EFFECTIVE January 2 and January 12, 2000; Amended October 9, 2015; Amended April 29, 2022)

I. PURPOSE AND APPLICABILITY

This policy establishes the amount of holiday leave earned by regular status employees in Nonexempt and Exempt Staff positions.

II. AMOUNT OF HOLIDAY LEAVE

Employees are eligible to earn 12 holidays per year, or 13 holidays during a year of general or congressional elections, and any other special observance as required by the legislature and Governor, or otherwise provided by the Chancellor or President. Full-time employees shall earn 8 hours of leave for each holiday earned, regardless of the

- A. Institutions may at times be served most effectively by the observance of a holiday on other than the calendar date designated by the legislature and Governor. In those instances, the institution's President or designee may schedule the observance of selected holidays on days other than the dates designated by the State. An employee may be required to perform duties on a holiday to meet operational needs.
- B. Holidays will be earned according to the following schedule and shall be taken according to institutional procedures:

| Holiday | Calendar Date Holiday is Earned |
|-----------------------------------|--|
| New Years Day | January 1 |
| Dr. Martin Luther King's Birthday | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Juneteenth | June 19 |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Columbus Day | Second Monday in October |
| Election Day | The Tuesday following the |
| () | first Monday in November |

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Veteran's Day
Thanksgiving Day

November 11
Fourth Thursday in November

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- C. An employee should not have more than 15 holidays in a calendar year (16 holidays during a year of general or congressional elections), unless otherwise provided by the President, Chancellor or Governor.

IMPLEMENTATION PROCEDURES:

Each President shall identify his/her designee(s) as appropriate for this policy, develop procedures as necessary to implement this policy, communicate this policy and applicable procedures to his/her institutional community, and post it on its institutional website.