

VANDERBILT UNIVERSITY AND MEDICAL CENTER

HUMAN RESOURCES POLICIES AND PROCEDURES

SUBJECT: HOLIDAYS & PERSONAL DAYS

Policy # HR-006

EFFECTIVE DATE: January 1, 1999

Revised May 17, 2002, Revised June 1, 2003, Revised January 1, 2007

POLICY

Vanderbilt recognizes seven paid holidays and two personal days during each year.

PROCEDURE

I. **ELIGIBILITY** Regular and term staff are immediately eligible for holidays as they occur. As long as staff are in an active paid status on both the scheduled workday before and after a holiday, staff are eligible for holiday time -- whether or not the holiday falls on a day staff are actually scheduled to work. For example, if a work schedule is Tuesday-Saturday, staff do not lose holidays that fall on Mondays; they just take alternate paid time off that is suitable to the staff member and the department.

II. HOLIDAYS AND PERSONAL DAYS

A. Vanderbilt recognizes the following specific **holidays**:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

B. Personal Days

Vanderbilt also recognizes two **personal days** which staff can use each calendar year for any purpose such as the recognition of Martin Luther King, Jr. Day, Presidents' Day, birthdays, or any other day off work. The two personal days accrue on January 1 each year for all **regular and term staff in an active paid status** on that date. **Staff who began work or resume active paid status** after January 1 and before September 15 will accrue one personal day on September 15 **provided they are in an active paid status as of that date.** Staff should make arrangements in advance with

their supervisor to use these personal days. Unused personal days will not carry over to the following calendar year.

- Hourly paid staff will be paid out any unused personal time.
- Exempt staff will lose any personal time not taken by December 31.

III. ACCRUAL RATES Regular and term hourly-paid staff are eligible for holiday time based on the number of hours they are scheduled to work each pay period according to their payroll records. A "day" of holiday or personal day time is equal to 1/5 of the regularly scheduled hours per week.

IV. ABSENCES PRECEDING, DURING, OR FOLLOWING A HOLIDAY If a holiday occurs while a staff member is on an *approved* vacation or sick leave, the staff will be paid holiday time for that day rather than sick or vacation time. To be eligible for a holiday, staff must follow their approved schedule the week of the holiday.

V. WORKING ON HOLIDAYS If business requirements warrant, staff may be required to work on a holiday. When this occurs, the supervisor schedules time off as holiday time for the staff member within the next 90 days. For hourly-paid staff, if the department cannot provide holiday time off within 90 days, the staff member will be paid for that holiday.

VI. HOLIDAY DIFFERENTIAL In addition to alternative holiday time off or holiday pay, all hourly-paid staff (full and part-time) are eligible to receive holiday differential pay if they work on the following calendar dates:

- January 1 New Year's Day
- 4th Monday in May Memorial Day
- July 4 Independence Day
- 1st Monday in September Labor Day
- 4th Thursday in November Thanksgiving Day
- December 24 Christmas Eve Day
- December 25 Christmas Day

There is no holiday differential pay for working on personal days (Martin Luther King, Jr. Day, Presidents' Day, birthday, or other).

Supervisors determine work schedules based on the operating requirements of their units. Staff must obtain authorization of their supervisor before working on a holiday recognized by the University.

If Vanderbilt elects to observe a holiday on a day other than the actual calendar day in the above list, holiday differential pay does not apply on

the observed date. Holiday differential only applies to those individuals who work on the actual calendar holiday per the above list (i.e., working on July 4th, December 25th, etc.).

Holiday differential pay is in addition to base pay, and in addition to any applicable shift differential.

Each holiday covers the 24-hour period that begins at 12:00 midnight on the actual holiday, and ends at 11:59 p.m. on the same day. Holiday differential pay only applies to the hours worked during the 24-hour period.

Individuals on-call during the 24-hour holiday period receive holiday differential only for those hours actually worked if they are called in. Hourly-paid staff who normally work shifts of more than 8 hours per day may elect to use an appropriate accrual bank (vacation, holiday, or personal day) to supplement the additional hours needed to complete their regular shift when taking a Vanderbilt recognized holiday or a personal day, however they are not required to do so. This is an exception to the requirement to exhaust all available accruals before you go into unpaid status. (See HR Policy #012)

VII. Office Closing: Departments that have a need to suspend operations or close the office due to business reasons may do so with the appropriate administrative approval. If a department operates with a "skeletal staff" or closes based on a business need (such as the Friday after Thanksgiving, power outages, etc.), the department may provide the following time reporting options to non-exempt staff, see options below:

⌚ Non-exempt staff may use an appropriate accrual bank (vacation, holiday, or personal day) to supplement any non-worked hours to complete their schedule; however, they are not required to do so or,

⌚ Non-exempt staff may elect to take unpaid time in lieu of utilizing an accrual bank.

Note: This is an exception to the requirement to exhaust all available accruals before going into an unpaid status. ([Refer to HR Policy #012](#))

VIII. REPORTING Departments are responsible for managing the accrual and usage of the seven specific holidays. Hourly-paid staff recognize the usage of holiday time via the holiday earnings code on the timesheet. Exempt staff recognize the usage of holiday time via a monthly usage report submitted to Payroll. Departmental administrators must report to Payroll the usage of personal days for all staff. If personal days are not reported before year-end the time will not be paid out and will not carry over to the following year. Hourly-paid staff recognize the usage of personal days on the timesheet

via a unique pay code. Exempt staff recognize the usage of personal days via a monthly usage report submitted to Payroll.

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