

Shawnee State University

AREA: UNIVERSITY-WIDE POLICY

SUBJECT: Holidays - Security

POLICY NO: 4.82
ADMIN. CODE: 3362-4-57
PAGE NO.: 1 of 2
EFFECTIVE DATE: 7-9-10
RECOMMENDED BY: Bane Sylvia
APPROVED BY: Board of Trustees

1.0 Purpose

1.1 Security Officers are entitled to the following holidays observed by the University:

<u>HOLIDAY</u>	<u>CALENDAR DATE</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January*
President's Day	Third Monday in February*
Memorial Day	First Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October*
Veteran's Day	November 11
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25

* *Substitute holidays – these holidays may be designated by the University in order to keep the University open to meet class requirements.*

2.0 Eligible Security Officers

- 2.1 Each Security Officer who receives pay for his/her last scheduled work day immediately preceding the day the holiday is to be observed.
- 2.2 A Security Officer on unpaid leave of absence, suspension, or layoff shall not receive holiday pay.

3.0 Holiday Pay

- 3.1 An eligible Security Officer shall receive holiday pay at his/her straight time rate of pay in addition to any work scheduled and performed on the holiday as follows:
- 3.1.1. The amount of hours for which such Security Officer is regularly scheduled for the day on which the holiday is to be observed. If a holiday falls on a Security Officer's scheduled day off, the officer will be scheduled a regular day off within the same pay period at his/her regular rate of pay. Such time must be noted as "holiday pay" on his/her timesheet.

4.0 Work on the Holiday

- 4.1 The University reserves the right to require work on observed holidays at its discretion. An eligible Security Officer working on an observed holiday shall be paid for the amount of time actually worked at one and one-half (1 ½) his/her straight time rate of pay, in addition to the holiday pay awarded under this policy.