

DEPAUL UNIVERSITY



Paid Holidays and Absences

Category: Human Resources

Responsible Department: Benefits

Responsible Officer: Vice President for Human Resources

Effective Date: 02/02/2023

Policy Summary

The purpose of this policy is to establish the practices governing the university's observed holidays as well as the granting of paid absences from work. In addition to observed holidays, DePaul University recognizes the need for employees to take short periods of time off from work for reasons including civic responsibility, death or serious illness in the family, or other personal emergencies.

Scope

This policy affects the following groups of the University:

- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty

This policy affects members of the above groups and may be taken in increments as follows:

	Paid Holidays	Floating Holiday	Summer Hours	Jury Duty	Voting	Blood Donation	Bereavement
Full-Time Staff	X	X	X	X	X	X	X
Full-Time Faculty				X	X	X	X
Part-Time Staff				X	X		
Part-Time Faculty				X	X		
<i>Increments Allowed</i>	<i>Whole Day Increments</i>	<i>Whole Day Increments</i>	<i>Whole Days or 2-hours per Friday*</i>	<i>Hourly Increments</i>	<i>Hourly Increments</i>	<i>Hourly Increments</i>	<i>Hourly Increments</i>

**Summer Hours increments depend on whether employee elected to use Early Close or Summer Days. See Summer Hours section.*

Policy

General Information

Absences and Holidays outlined in this policy are not accrued. Unused holidays or hours cannot be carried over into the next calendar year. No payment is made for unused hours at the time of termination.

Employees should communicate with their direct manager to schedule time-off under this policy, as prior approval is required.

Time reporting for these absences is outlined under the DePaul [Time Reporting](#) policy.

Holidays

The schedule of university observed holidays is determined by the academic calendar. Prior to July 1 of each year, a schedule indicating the specific dates of university observed holidays for the upcoming fiscal year is posted on the DePaul University website. When a DePaul observed holiday differs from the nationally observed holiday (e.g., for holidays falling on a Saturday or Sunday), the DePaul academic calendar will prevail.

The university is closed for the following holidays (in order of Academic Calendar):

- Independence Day (July 4th)
- Labor Day
- Thanksgiving Holiday
- St. Vincent de Paul Day (varies from year to year)
- Christmas/New Year's Holiday
- Martin Luther King Day
- Good Friday
- Memorial Day
- Juneteenth

For the days listed above, full-time staff in active or paid leave status receive holiday pay as follows:

- Exempt staff receive holiday pay as part of their regular biweekly salary.
- Non-exempt staff receive holiday pay at the regular rate of pay for regularly scheduled hours.

Non-exempt employees who are absent from work on the workday before a holiday, after a holiday, or both days will receive holiday pay provided that the absence is charged to pre-approved paid leave, pre-approved voluntary unpaid time off, vacation, floating/summer holiday, or sick time.

Holiday Pay for Work Performed on a University Observed Holiday

Non-exempt full-time staff who work on a university observed holiday receive pay for the holiday in addition to actual hours worked on that day.

When calculating overtime pay, the standard rate of overtime (1.5 x regular rate of pay) applies to actual hours worked, over 40 hours, during the applicable work week.

1. Example 1: if an employee works 7 hours on a holiday and 35 hours over the other 4 days of the week, a total of 42 hours is worked for the week. Hours worked over 40 in a week are paid at an overtime rate of time and a half. The employee's pay for that week will reflect 40 hours at the regular of pay, 2 hours of overtime pay and an additional 7 hours of holiday pay.
2. Example 2: If an employee is called in to work 7 hours on a holiday and is on vacation the remaining 4 days of the week, a total of 7 hours is worked for the week. Overtime pay does not apply since less than 40 hours are worked. The employee's pay for that week will reflect 7 hours at the regular rate of pay, 28 hours of vacation pay and an additional 7 hours of holiday pay.

Pay for University Observed Holidays while on Approved Leave with the University

Part-time staff (including students) and part-time faculty are not eligible to receive holiday pay. If required to work on a holiday, non-exempt part-time staff are paid only for hours worked.

Full-time staff on a vacation, paid sick leave, or other paid leave period will be paid for the holiday without any deduction from vacation or sick accrued balances if the holiday occurs during the paid leave period.

Full-time staff on pre-approved voluntary unpaid time-off (VUTO) will be paid for the holiday without any deductions from vacation or sick accrued balanced if the holiday occurs during the unpaid voluntary time-off period. For more information about VUTO please refer to the VUTO program located on the Benefits website.

Full-time staff employees on unpaid leaves, other than pre-approved voluntary unpaid time off (VUTO), are not eligible to receive holiday pay. Family and Medical Leave Act (FMLA) is an unpaid leave and holiday pay is not applicable.

Full-time staff employees who are scheduled to return to work from an authorized unpaid leave on a day in which the university is closed due to a holiday will be paid for the holiday provided they return to work as scheduled following the holiday.

Floating Holidays

Full-time staff employees with six (6) months or more of cumulative full-time service are eligible for two floating holidays per calendar year. Employees may use floating holidays on any working day, with prior approval of the immediate manager. Floating Holidays must be taken in whole day increments.

Summer Hours Program

The Summer Hours Program allows full-time staff employees early Friday departures during the summer. For employees whose schedules cannot accommodate early departures, three additional summer floating holidays can be substituted. The program applies to the period of the academic calendar beginning with the first Friday after the close of spring term and ending on the last Friday before the beginning of the autumn term. Note: for the College of Law, the Summer Hours program is slightly different due to the semester schedule.

Summer Hours may be implemented on an individual basis according to one of the two following methods. The method must be approved by each manager for each eligible employee in their area prior to the Summer Hours start date each year, and will apply for the duration of the summer period. Switching between methods during the period is not permitted.

Method I: Early Friday Departure - each Friday during the summer, eligible employees will be allowed to end their workday at 3:00 p.m. and receive pay for the period of time not worked.

Method II: Summer Floating Holidays - employees whose work requirements do not permit a regular 3:00 p.m. Friday departure may instead be granted three Summer Floating Holidays. Summer Floating Holidays must be taken in whole day increments. No other variation is allowed.

Employees must be actively employed as of the start of the period to be eligible for Summer Floating Holidays. If an employee hires or transfers into a full-time staff position after the period begins or is on leave of absence at the start of the period, only Method I will apply.

If an employee under Method I takes a day off related to sick time or vacation time, the entire day should be recorded as sick or vacation time accordingly. Summer Hours do not accrue and unused hours are not eligible for pay-out or carry-over.

If an employee is on a continuous leave of absence of any type, then all of the hours during the approved leave should be recorded as leave hours. Summer Floating Holidays cannot be used during a continuous leave of absence. If the employee is on an intermittent leave of absence and a leave incidence coincides with an early Friday departure or scheduled Summer Floating Holiday, the time should be recorded as leave hours.

Religious Holidays

DePaul University values religious diversity among its faculty and staff. Out of respect for the many religious holidays of different faiths that take place while the university is in session, academic and administrative officers of the university will make appropriate accommodations to allow faculty, staff and students to live and fully express their faith commitments. The employee may request to use vacation time or a floating holiday, if eligible, with prior approval from his/her manager.

School Visitation

The university observes the Illinois School Visitation Rights Act which allows full-time and part-time employees time off to attend school conferences or classroom activities of their children where such activities cannot be rescheduled during non-work hours. The leave permitted under this act is unpaid time off and cannot be taken unless all accrued time-off, with the exception of sick and disability leaves, has been exhausted. This includes accrued vacation. An employee must be employed at least six (6) continuous months to be eligible for School Visitation leave. See link in appendix for more information.

Jury Duty

All staff and faculty are provided with time off for required jury duty. Verification of actual jury service is required. The employee should notify his/her manager upon receipt of a jury summons so that arrangements can be made for the daily workflow. The employee is entitled to keep the compensation received from the court for jury service.

For full-time staff and full-time faculty, the university will pay regular base or contract pay for the time period absent from scheduled work as a result of jury duty.

For part-time staff and part-time faculty, the university will pay the regular rate of pay for the time period absent from scheduled work as a result of jury duty.

Voting

Employees are expected to vote during non-working hours whenever possible and practical. All staff and faculty are eligible to receive up to two (2) hours off from regular working hours to vote. An individual will be allowed time off work to vote if the workday begins less than two (2) hours after the opening of the polls or ends less than two (2) hours before the closing of the polls. Employees are expected to request time off prior to the day of the election. The specific period of time off will be determined in accordance with department needs. Employees who require time off work to vote will receive his/her regular rate of pay, base pay or contract pay, during this time.

Blood Donation

Full-time staff and full-time faculty are eligible for up to two (2) hours of paid time off to donate blood once every eight (8) weeks. Allowing time off for the donation of blood every eight (8) weeks complies with medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, and other nationally recognized standards. Employees are expected to obtain approval from his/her manager in advance.

Bereavement

Full-time staff and faculty are eligible for up to three (3) days of bereavement leave for the death of an immediate family member.

The university defines immediate family members as spouse, second domiciled adult (SDA), children, parents, parents-in-law, siblings, siblings-in-law, daughter/sons-in-law, grandchildren and grandparents.

Paid bereavement leave to attend the funeral of someone other than an immediate family member is limited to one (1) day, the day of the funeral. Approval by the immediate manager is required.

Additional Information: For information on other paid and unpaid absences, visit the [Human Resources Benefits](#) website.

This policy sets forth general procedures, guidelines and descriptions, and does not constitute a contract between the university and its faculty and staff members. The procedures, guidelines and benefits described herein may be changed, modified or deleted at any time by the university.

Procedures

See [Time Reporting policy](#) for steps in recording paid holidays and absences.

Divisional Collaborations

Financial Affairs

Contact Information

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Appendices

[Sick Time, STD, LTD policy](#)

[Vacation policy](#)

[Illinois School Visitation Rights Act](#)

[Leave of Absence website](#)

History/Revisions

Origination Date: 01/01/2007

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