2.2.1 HOLIDAY LEAVE

A. Policy

1. Each year a policy directive (Permanent Memorandum #5) addressing holiday leave is issued by the President's Office. Because of the diversity of the educational programs and missions of the individual campuses within the LSU System, changes in the official holiday schedule are permitted between campuses, subject to the requirement that the total number of holidays observed on each campus remain equal. Currently, the University observes fourteen (14) holidays.

2. Subject to the approval of the Chancellor, the Dean's Office may issue a notice to all Health Sciences Center employees that changes the official LSU scheduling of holidays in any fiscal year. Such rescheduling is required to accommodate the special requirements of the University Hospital.

3. Employees must work on a holiday provided the need has been determined by the department head/supervisor.

B. Definition of Holiday Leave

Holiday leave is pay at the regular hourly rate for a day which has been designated as an official holiday for LSU Health Sciences Center employees. All eligible employees are paid for that day whether they are required to work or are allowed to take the holiday off. Employees who are required to work on the holiday are also paid for all hours worked in addition to the holiday leave.

C. Eligibility for Holiday Leave

1. Must be a wage employee.

2. Cannot be designated as a Transient, Restricted Appointment, Job Appointment or a Student employee.

3. Percent of effort must be 50% or greater and the employee must have worked or taken paid leave for at least 40 hours minus the calculated holiday leave during that pay period.

4. The holiday must be after an employee's hire date and before an employee's termination date.
5. The employee must be in a paid status on the last scheduled workday before the holiday or the first scheduled workday after the holiday.

D. Calculation of Holiday Hours

1. Total Hours Worked. This is the total hours worked on shift one, shift two, and shift three.

2. Days Actually Worked. A day actually worked is any day during the pay period when the employee had shift one, shift two or shift three hours.

3. Average Hours Worked Per Day is calculated by dividing the total hours worked by the days actually worked.

4. Maximum Holiday Hours is 12 times the employee's percent of effort rounded to the nearest half hour.

E. Holiday Leave Hours Earned

1. Full-time Classified Employees will earn the greater of:
   
   (a) 8 hours or the calculated average hours per day limited to not more than 12 hours.
   
   or

   (b) The actual hours worked on the holiday limited to not more than 12 hours.

2. Part-time Classified Employees. Part-time employees with percent of effort of 50% or greater and who work and/or take paid leave for a total of 40 hours or more during the pay period will earn the greater of:

   (a) 8 hours multiplied by percent of effort or the calculated average hours per day limited to not more than 12 hours multiplied by percent of effort.

   or

   (b) The actual hours worked on the holiday limited to not more than 12 hours multiplied by percent of effort.

F. Time Rounding

All calculated hours are rounded to the nearest half hour.