



California Health Sciences University

UNIVERSITY

CHSU HOLIDAYS

PURPOSE

The purpose of this policy is to describe the designated paid University holidays for regular, full-time employees.

SCOPE

This policy applies to regular, full-time employees of the University. Describe

POLICY STATEMENT

The University recognizes paid holidays during the year for its regular, full-time employees. The holiday schedule is subject to annual review by the President, and the Office of Human Resources.

RELATED INFORMATION AND PROCEDURES

A. RECOGNIZED HOLIDAYS

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veterans Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day
12. Employee Anniversary – One day to be taken during the month of an employee's



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anniversary; **use it or lose it**. *Not to be used in any other month.*

13. Employee Birthday – One day to be taken during the employee's birthday month.

Employee must be employed at CHSU for three years minimum to be eligible. Use it or lose it. Not to be used in any other month.

B. WINTER SHUTDOWN

Additionally, all offices of CHSU are closed December 26 through December 31. This period is known as "Winter Shutdown." Winter Shutdown is considered a paid holiday. Winter Shutdown is not considered vacation, and employees will have no right to be paid out for these days upon separation from CHSU.

C. HOLIDAY OBSERVANCE

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed the following Monday.

D. HOLIDAY PAY FOR EMPLOYEES ON LEAVES OF ABSENCE, VACATION OR THOSE REQUIRED TO WORK

If a holiday falls during any employee's approved vacation period or during an employee's use of sick leave, and the employee would have otherwise been scheduled to work, the employee will be paid for the holiday and will not be charged a vacation or sick day.

If a non-exempt employee is eligible for paid holiday benefits and is required to work on a paid holiday, that employee will receive: (1) holiday pay based on the hours they are regularly scheduled to work; and (2) their regular hourly rate for all hours worked on that day.

Employees on an unpaid leave of absence are ineligible for paid holiday benefits.



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RESPONSIBILITIES

A. Office of the Vice President of Human Resources

HISTORY (R*)

Approval Date:

June 28, 2023

Revision Date(s):

11/24/2020

11/9/2020

10/19/2017

R: Vice President of Human Resources

A: Human Resources

C: Human Resources, Finance, President, Provost, College Deans and Program Directors

I: CHSU Community