

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

Subject: <p style="text-align:center">HOLIDAYS</p>	Memo No. 15-1 Pages: 3 Date: January 11, 2007
Approved by: Thomas W. Schmitt, Associate Vice President for Human Resources	

(This supersedes Memo No. 15-1, dated 10/1/2003)

1.0 POLICY

The Institute provides 12 holidays annually and they are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

The Institute designates two other holidays on the annual holiday schedule. The remaining day, a personal holiday, may be taken at a time designated by the employee with the advance approval of their supervisor.

2.0 ELIGIBILITY

All employees working a regular schedule of 20 hours or more a week are eligible to receive holiday pay. The following employees are not eligible for holiday pay:

- 2.1 Employees temporarily hired or returned from leave without pay (30 days or more) and who work only during year-end holiday periods, are not eligible to receive pay for holidays occurring during these periods.
- 2.2 Employees who are scheduled to work fewer than 20 hours a week and whose work hours are increased during year-end holiday periods.
- 2.3 Employees who are scheduled to work 20 hours or more a week and whose work hours are increased during a holiday week or weeks will receive partial holiday pay (for each holiday in the work week) in proportion to the regularly scheduled hours of the last preceding non-holiday week.

3.0 PERSONAL HOLIDAY

The annual personal holiday is intended for use by employees for personal reasons such as religious observances, birthdays, and so forth. This holiday:

- 3.1 Must be scheduled in advance by the employee subject to the approval of the supervisor.
- 3.2 Is limited to one day per calendar year and shall be paid based on the percentage of the employee's full time equivalent schedule. Employees are encouraged to schedule and use their personal holiday before any vacation time is used.
- 3.3 At the end of the calendar year, an unused personal holiday will be transferred into the employee's vacation account to the extent permitted by Caltech's Vacation policy, PM 15-2.

4.0 HOLIDAY OBSERVANCE

- 4.1 When a holiday falls on Sunday, it will typically be observed on the following Monday. When a holiday falls on Saturday, it will typically be observed on the preceding Friday.
- 4.2 When a holiday falls within the time granted for vacation or other leave with pay, the day will still be considered a holiday and will not be charged against the employee's vacation or other paid leave time.
- 4.3 Employees on leave without pay of fewer than 30 calendar days are entitled to holiday pay. Payment for such holidays will be made when the employee returns to work.

5.0 PAYMENT PROCEDURES

- 5.1 Payment for holidays **not worked** by non-exempt employees:
 - 5.1.1 Payment for holidays not worked will be made for the day's regularly scheduled number of hours at straight time, not to exceed eight, including shift or premium pay, where applicable. Paid holidays will be considered as days worked in computing overtime.
 - 5.1.2 If an observed Institute holiday occurs on an employee's scheduled day off, the holiday should be observed on a scheduled work day during the same calendar week or, if that is not possible, during the same pay period.
 - 5.1.3 If such an arrangement (5.1.2) is not possible, the employee will be paid straight-time hours, based on the percentage of the employee's full time equivalent schedule for the observed holiday, plus their regular work time during that week.
- 5.2 Payment for holidays **worked** by non-exempt employees:
 - 5.2.1 Time worked on a paid holiday that is the employee's regularly scheduled workday and/or shift will be paid at time and one-half for the first twelve (12) hours worked, plus either the regular holiday pay at straight time or another scheduled day off. Occasional employees are paid straight time for the first eight hours worked on a paid holiday or as otherwise required by Caltech's overtime policy, PM 11-1.
 - 5.2.2 When an employee begins work on a day that is observed as a holiday, all time worked on that shift will be considered time worked on a holiday, even if a portion of that shift continues past midnight of the day observed as a holiday.

- 5.2.3 Time worked on a paid holiday that is the employee's regularly scheduled day off will be paid at double time, plus either the regular holiday pay at straight time or another scheduled day off.
- 5.2.4 Time worked on a holiday must be reported using the timekeeping method normally used to report the employee's time (see Caltech's Employee Timekeeping policy, PM 11-3).
- 5.3 Exempt employees:
 - 5.3.1 On an observed Institute holiday, eligible exempt employees shall receive a day off with regular holiday pay for that day.
- 5.4 Employees who terminate will be paid for all hours worked through the last day worked. Holidays falling after the last day worked will not be paid with the exception that if the employee is laid off and the last day worked immediately precedes a holiday within the workweek.

6.0 EXCEPTIONS

Any exception to this policy requires the approval of the chief human resources officer or designee.