

POLICY STATEMENT

Clemson University is committed to providing a holiday schedule that acknowledges Clemson’s diverse workforce, fosters work-life balance, maximizes the interaction between students, faculty, and staff, and complies with state laws and regulations.

All members of the Clemson University community are required to adhere to the practices and procedures established in this policy as well as those outlined in related procedural documents. Faculty/special faculty are further required to adhere to all policy and procedures in the Clemson University *Faculty Manual* as referenced in this policy.

REASON FOR POLICY

- To outline the following holiday-related information:
 - The process by which Clemson University determines its holiday schedule
 - Eligibility criteria for observing official University holidays with pay
 - The process by which employees are to report observed and worked holidays within the University leave tracking system
 - To achieve compliance with state laws and regulations pertaining to holidays

ENTITIES AFFECTED BY THIS POLICY

- All colleges/divisions of the University

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	OHR	(864) 656-2000	Clemson.edu/employment/contact_hr/ Ask-HR
Official Leave Tracking System	Payroll	(864) 656-2000	Clemson.edu/employment/contact_hr/ Ask-HR

WEB ADDRESS FOR THIS POLICY

http://media.clemson.edu/humanres/policies_procedures/University%20Holidays%20Policy.pdf

PROCEDURES

Determining the annual holiday schedule

Clemson University determines its annual holiday schedule after much deliberation. Areas of consideration are as follows:

- Per South Carolina Code of Law Section 53-5-10, public colleges and universities are permitted to observe holidays chosen by the public college or university so long as the number of holidays provided does not exceed the number provided within the code of law: thirteen.
- Per South Carolina Code of Law Section 59-1-370, state-supported colleges and universities shall be closed general election day in November of each even-numbered year.
- Per South Carolina State Human Resources Regulation Section 19-708.03, if a holiday falls on a Saturday employees are to observe the holiday on the preceding Friday; if a holiday falls on a Sunday employees are to observe the holiday on the following Monday.
- The Clemson University holiday schedule must align with the Clemson University academic calendar; therefore, the schedule is created in conjunction with the University Registrar.
- The Clemson University Payroll Office is consulted to ensure the University holiday schedule does not interrupt payroll processes.
- Clemson University's Executive Leadership Team maintains the authority to make the final determination regarding the upcoming year's holiday schedule and to adjust the announced schedule for the subsequent year, as needed.

Generally, Clemson announces its official holiday schedule in October for the upcoming academic year along with a tentative schedule for the subsequent year.

Eligibility

Staff members and 12-month faculty are required to observe the official Clemson University holiday schedule by closing offices and suspending operations, except where continuous operation of services is essential. 9-month faculty are advised to refer to the Clemson University *Faculty Manual* for guidance on holiday leave.

The following Clemson University employees are eligible to observe with pay holidays published within the official University holiday schedule:

- Employees in regular full-time equivalent (FTE) positions (regardless of standard hours)
- Employees in time-limited or temporary-grant positions with standard hours of 20 or more

To be eligible, the employee must be in a paid status the last scheduled workday prior to the observed holiday.

Clemson University allows its employees within the Public Service and Agriculture (PSA) division and the College of Agriculture, Forestry and Life Sciences (CAFLS) to follow the state of South Carolina holiday schedule or an alternate holiday schedule that better fits division operations in lieu of the University holiday schedule. Modifications to the holiday schedule, however, must follow state laws and regulations and be communicated by the vice president of PSA or the dean of CAFLS.

Clemson University employees with a dual federal appointment observe the University holiday schedule.

Observation of Holidays

1. Holidays are to be taken on the prescribed day, unless it is necessary for the employee to be at his or her work station.
 - a. Prior notice, when possible, is to be given to employees who will be required to work on holidays.

2. All holidays that an employee observes with pay are to be reported within the University's official leave tracking system.
 - a. Observed holidays are automatically reported in the official tracking system.
3. The length of an employee's holiday with pay is computed based on the number of hours in the employee's average workday. The number of hours in a holiday is determined by dividing the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
4. If an employee is eligible to observe holidays with pay and works a compressed workweek (e.g., 10 hours per day, Monday through Thursday) the employee receives holiday compensatory time leave credits for any holiday that falls on a day the employee is not scheduled to work (in this case, Friday). The amount of holiday compensatory time is based on the employee's average work day.
5. When a holiday falls Monday through Friday, an eligible employee who is not scheduled to work on that day is given holiday compensatory credit only if such credit is necessary for the employee to receive the same number of holidays a Monday through Friday employee receives during a calendar year. The holiday is credited as compensatory leave, and the employee may observe the holiday within one year of the time that the Monday through Friday workweek employees observed it.

Optional Holidays

1. When the University holiday schedule (or other applicable holiday schedule) provides for an optional holiday, employees may use the day to observe a holiday of their choosing outside the posted University holiday schedule (or other applicable holiday schedule). Employees must request the use of their optional holiday and receive approval from their supervisor before observing an optional holiday.
2. Employees are required to report observed optional holidays within the University's official leave tracking system.

Holidays and Leave Taking

1. Employees eligible for paid holidays who are on paid leave (e.g., sick leave, annual leave, etc.) the day of the observed holiday remain eligible for the paid holiday and are not required to take paid leave for that holiday.
2. Employees otherwise eligible for paid holidays who are in a leave of absence without pay the entire last scheduled workday day prior to the observed holiday are ineligible to receive compensation for the holiday.
3. If a holiday occurs when an eligible employee is taking a leave of absence under the Family Medical Leave Act (FMLA) and is on paid leave (e.g., sick leave, annual leave, etc.), the employee is paid for the holiday. The holiday is counted as a day of FMLA leave and included in the total 12 workweeks (or applicable workweeks) of FMLA leave an employee is eligible to receive during each calendar year.
4. If a holiday occurs when an eligible employee is taking a leave of absence under the Family Medical Leave Act (FMLA) and is on unpaid leave, the employee is not paid for the holiday. The day is counted as a day of FMLA leave and included in the total 12 workweeks (or applicable workweeks) of FMLA leave an employee is eligible to receive during each calendar year.
5. If a holiday occurs when an eligible employee is taking a military leave of absence and is on paid leave, the employee is paid for the holiday. The holiday does not count toward the aggregate of 15 days of military leave for training or 30 days for emergency leave.
6. If a holiday occurs when an eligible employee is taking a military leave of absence and is on unpaid leave, the employee is not entitled to pay for the holiday. The holiday does not count toward the aggregate of 15 days of military leave for training or 30 days for emergency leave.

Working During an Observed Holiday

1. Prior notice, when possible, is to be given to employees who will be required to work on holidays.
2. Employees who are regularly scheduled to observe University holidays, but who work an observed holiday, earn holiday compensatory time leave credits equal to all hours worked during the holiday, not to exceed the employee's average workday.
3. An employee who is required to work a portion of a holiday due to a shift that begins on one day and ends on another is to be granted holiday compensatory time leave credits equal to all hours actually worked on the holiday.

Holiday Compensatory Time

1. An employee's accrued holiday compensatory time is recorded in the University's official leave tracking system.
2. Employees must request the use of accrued holiday compensatory time and receive approval from their supervisor before using the time.
3. Employees must use their accrued holiday compensatory time within one year of the holiday from which the time accrued.
4. Employees are required to record used holiday compensatory time within the University's official leave tracking system.

Nonexempt Employees:

- Nonexempt employees may accrue up to a total of 240 hours of compensatory time between holiday compensatory time and overtime compensatory time. The payment of holiday compensatory time and overtime compensatory time is mandatory for all hours above 240. For law enforcement personnel, the limit is 480 hours.
- If a nonexempt employee is unable to use his or her accrued holiday compensatory time within one year of the accrual date, the employee is compensated for the holiday at the employee's straight hourly rate of pay.
- If a nonexempt employee transfers to another department within Clemson University, the employee retains all accrued holiday compensatory time.
- If a nonexempt employee transfers to another state agency, the employee is compensated for any accrued holiday compensatory time at the straight hourly rate of pay prior to the transfer.
- If a nonexempt employee is separating from employment, the employee is compensated for all remaining holiday compensatory time at the employee's straight hourly rate of pay immediately prior to separation.

Exempt Employees:

- If an exempt employee is unable to use her or his accrued holiday compensatory time within one year of the accrual date, the employee forfeits the earned holiday compensatory time remaining and is not be paid for any remaining balance.
- If an exempt employee transfers to another department within Clemson University, the employee retains all accrued holiday compensatory time.
- If an exempt employee transfers to another state agency, the employee forfeits any earned holiday compensatory time during the time of the transfer and is not be paid for any remaining balance.
- An exempt employee forfeits all remaining holiday compensatory leave credits upon separation from employment and is not be paid for any remaining balance.

University Leave Tracking System

1. Employees and supervisors are required to track observed and worked holidays within the official University leave tracking system.
2. The University records the employees’ accrued holiday compensatory time in the official leave tracking system, and employees are required to record any holiday compensatory time used within this same system.

RESPONSIBILITIES

Responsible Party	List of Responsibilities
Dean of the College of Agriculture, Forestry and Life Sciences	<ul style="list-style-type: none"> • Determine and communicate annually the holiday schedules to be used by employees of Clemson’s Cooperative Extension Service
Employee	<ul style="list-style-type: none"> • Become familiar with the holiday schedule applicable to their position and work location • Request the use of an optional holiday and seek supervisor’s approval • Gain supervisor’s pre-approval to work during a University observed holiday • Notify the supervisor of any time worked during a University observed holiday that was not pre-approved
Supervisor	<ul style="list-style-type: none"> • Become familiar with the holiday schedule applicable to the employees under your supervision, taking into consideration each employee’s position and work location • Communicate the appropriate holiday schedule to each employee • Review employee’s request to observe an optional holiday and notify employee of approval or denial • Prior to the holiday, approve or deny any work to be performed during a University observed holiday • Ensure employees who work during University observed holidays receive holiday compensation
OHR Benefits Unit	<ul style="list-style-type: none"> • Coordinate annually the creation, approval, and communication of the official University holiday schedule • Support the Public Service and Agriculture division in determining suitable annual holiday schedules to observe • Provide holiday compensation leave credits to eligible employees • Process payouts of monetary holiday compensation to eligible employees • Ensure compliance with holiday compensation laws and regulations
Payroll	<ul style="list-style-type: none"> • Maintain the University’s official leave tracking system • Support OHR Benefits with tracking University, state, and county holidays within the University’s official leave tracking system • Assist OHR Benefits with providing holiday compensation leave credits and payouts of monetary holiday compensation to eligible employees
Vice President of Public Service and Agriculture	<ul style="list-style-type: none"> • Determine and communicate annually the holiday schedules to be used by the Public Service and Agriculture division

DEFINITIONS

For definitions, please refer to the [OHR Glossary of Terms](#).

RELATED RESOURCES

University Policies and Documents
Clemson University Holiday Schedule Clemson University Faculty Manual Office of Human Resources Frequently Asked Questions
External Documentation
South Carolina Code of Law, Section 53-5-10, Legal Holidays State Human Resources Regulation 19-708, Holidays The South Carolina Department of Administration Division of Human Resources, Holiday Leave
University Forms and Systems
Kronos and Timekeeping Information

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