I. SCOPE

This Policy applies to hourly (wage) operational employees of the College of William and Mary or the Virginia Institute of Marine Science (hereafter referred to as the “College”).

II. PURPOSE

The purpose of this policy is to provide eligible hourly employees with paid leave for certain State holidays.

III. POLICY STATEMENT

The College will provide eight (8) hours of paid leave to eligible hourly employees for each of the following State holidays:

- Thanksgiving Day
- Christmas Day
- New Years Day
- Independence Day (July 4)
- Memorial Day

IV. GUIDELINES FOR HOLIDAY PAY

A. General Eligibility. To be eligible for holiday pay, an hourly employee must have

- worked for the College for at least one full year of continuous service and
- worked at least 1,000 hours during the previous calendar year.

Eligibility is based on service as an hourly employee; previous service as a salaried employee (if any) will not be considered in determining eligibility.

B. Eligibility for Specific Holidays. In order to be eligible for paid leave for a given holiday, an hourly employee must have worked on the business days immediately before and after the holiday. “Business day” means a day on which the College is open for business and the hourly employee was scheduled to work.
V. AUTHORITY, IMPLEMENTATION AND AMENDMENT

This policy is approved by the President in accordance with the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10, Title 23 of the *Code of Virginia* and the Management Agreement effective July 1, 2006.

The Office of Human Resources is responsible for the administration and implementation of this policy.

The College may revise or eliminate this policy at any time. The Vice President of Administration is authorized to amend or revise this policy.

VI. RELATED POLICIES

Paid Time Off for Hourly Employees