



### *Administrative Policy and Procedures Manual*

Title: Holiday Pay for Hourly Employees	Number:
Effective Date: January 10, 2009	Responsible Office: Human Resources
Revision Date: December 10, 2018	Page: 1 of 2

#### I. SCOPE

This Policy applies to hourly (wage) employees of the William and Mary or the Virginia Institute of Marine Science (hereafter referred to as the "University").

#### II. PURPOSE

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

#### III. POLICY STATEMENT

The University will provide up to eight (8) hours of paid leave to eligible hourly employees for regularly scheduled work hours 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. Eligibility for holiday pay is determined as of January 1 of each year; except that eligibility will also be determined as of July 1 for new employees hired after January 1st of the prior year. To be eligible for holiday pay, an hourly employee must have:

- worked for the University for at least 12 consecutive months; and
- worked at least 1,000 hours during the previous 12 months.

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

- A. Eligibility for Specific Holidays. In order to be eligible for paid leave for a given holiday, an hourly employee must have worked or taken approved Paid Time Off on the business days immediately before and after the holiday. "Business day" means a day on which the University is open for business and the hourly employee was scheduled to work.



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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 University may revise or eliminate this policy at any time. The Senior Vice President of Finance and Administration is authorized to amend or revise this policy.

VI. RELATED POLICIES

Paid Time Off for Hourly Employees