



Holidays

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| Overview | The University recognizes 14.5 holidays each calendar year to celebrate designated national and religious holidays. |
| Eligibility | All regular full-time and ten-month employees are eligible for holiday pay. |
| Holidays | <p>John Carroll University provides the following paid holidays each calendar year:</p> <ul style="list-style-type: none">• New Year's Day• Martin Luther King Day• Holy Thursday Afternoon• Good Friday• Memorial Day• Independence Day• Labor Day• Thanksgiving Day• Day after Thanksgiving• Last workday before Christmas through the last workday before New Year's Day. |
| Rules | <p>Recognized holidays that fall on a Sunday are generally observed the following Monday. Recognized holidays that fall on a Saturday are generally observed on the preceding Friday.</p> <p>To receive holiday pay, employees must work the scheduled day before or after the holiday, unless they use approved vacation or personal time. Unusual exceptions must be approved by the division vice president and the Office of Human Resources. Full-time employees will receive their regular rate of pay for each holiday day off.</p> <p>John Carroll reserves the right to schedule work on an observed holiday. Non-exempt employees, who are not in an "alternating" holiday schedule department and are required to work on those days, will be paid time and one half for each hour worked on the recognized holiday plus regular pay for the holiday. If scheduled to work on a holiday, part-time employees will receive their regular rate of pay.</p> |
| Holidays During Leave | Full-time employees away from work on unpaid leaves of absences such as sick leave, maternity leave, FMLA, personal leave or leave under the provisions of workers' compensation are not eligible for holiday pay. |