

FRANCIS MARION UNIVERSITY
Human Resources Office

SUBJECT: Holiday Leave Policy

Revised: 1/31/95

Revised: 2/1/02

Revised: 3/2/04

HOLIDAY LEAVE POLICY

THE LANGUAGE USED IN THIS POLICY DOES NOT CREATE A BINDING EMPLOYEE CONTRACT BETWEEN THE EMPLOYEE AND THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY, IN WHOLE OR IN PART.

- A. This document sets forth the University policy on holiday leave for all 12-month employees and for 9, 9½, 10, and 10½-month classified employees, except temporary and student employees, pursuant to regulations of the South Carolina Office of Human Resources.
- B. **Eligibility**
All 12-month employees and 9, 9½, 10, and 10½-month classified employees of the University, with the exception of temporary and student employees, shall be allowed to observe with pay those holidays listed below or a holiday which is substituted within one year of the date of the holiday.
- C. **Holiday Leave Records**
The University maintains holiday leave records for each employee covered by this policy. Leave records are subject to audit by the State Budget and Control Board.
- D. **State Holidays**
 - New Year's Day
 - Martin Luther King, Jr. Day
 - George Washington's Birthday/President's Day
 - Confederate Memorial Day
 - National Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day after Thanksgiving
 - Christmas Day
 - Day after Christmas
- E. **University Holiday Schedule**

1. Regulations of the South Carolina Office of Human Resources provide that employees of academic institutions who are required to work on legal holidays shall be given compensatory time at the convenience of the institution within one year from the date of the holiday.
2. Due to the academic schedule, University employees will not observe the same holidays as other State employees; however, in all cases the number of official holidays shall be the same.
3. The University holiday schedule is published by Human Resources office personnel well in advance of the calendar year in which the holidays are observed.

- F. **Governor's Declaration of Holidays**
The Governor is empowered to declare Christmas Eve of each year a holiday for State employees.