



## USM OFFICE POLICY AND PROCEDURES ON HOLIDAY LEAVE

(Approved by the Chancellor 11/14/2017)

### I. Purpose

This document provides policies and procedures on holiday leave for Regular and Contingent Category II Status Nonexempt and Exempt Staff employees of the USM Office (USMO), consistent with BOR VII-7.30 *Policy on Holiday Leave*.

### II. Amount of Holiday Leave

- A. Regular Status Exempt and Nonexempt Staff employees earn 14 holidays (15 holidays during a year of general or congressional election), as well as any other special observances established by the legislature or Governor.
- B. Contingent II employees earn holiday leave as designated in the employment contract.
- C. When a Regular Status employee transfers to the USMO from another USM institution or state agency, all holiday leave balance shall be accepted by the USMO and transferred in writing by the former USM institution or state agency.

### III. Observance of Holidays

- A. Schedule. Holiday leave shall be earned and utilized on dates established by the Chancellor. The Chancellor has determined that the USMO will follow the holiday schedule of the University of Maryland, College Park (UMCP). The holiday schedule is posted electronically on the USM Office of Human Resources Website under "USM Administrative Office Holiday Calendar" (<http://www.usmd.edu/usm/adminfinance/humanresources>) and can also be found at the bottom of each employee's electronic timesheet.
- B. Usage. USMO employees are expected to observe holidays according to the established holiday schedule. However, if required by operational needs, a supervisor may direct an employee to work on the date that a holiday is observed. In such cases, the employee may reschedule the unused holiday to an alternative date, after consultation with her/his supervisor. The supervisor will notify the USMO-HR Office of this agreement via e-mail.

C. **Unused Holiday.** The unused holiday shall be taken within one year of the date on which the holiday was observed by the USMO. If such alternative holiday leave is not used within one year, it shall be forfeited.

D. **Recording Holiday Leave.**

1. Holidays and associated leave hours are recorded automatically in the USMO's electronic timekeeping system ("PHR").
2. When employees are required to work on a day when a holiday is observed according to the schedule, and then re-schedule their leave on an alternative date, they must adjust their PHR timesheets accordingly.
3. Unused leave that is not taken within one year will be removed from the employee's PHR holiday leave balance.

IV. **Holiday Leave Balance upon Separation**

A. **Regular Status Employees.**

1. Regular Status employees who transfer to another USM institution or state agency shall have their holiday leave balance transferred to that employer. If, under unusual circumstances, that employer declines to accept the employee's leave balance, the USMO shall pay the employee for any accrued, unused holiday leave.
2. Regular Status employees who leave USM or other state employment shall be paid for any unused holiday leave accrued as of the date of separation.

B. **Contingent II Employees.** Unused holiday leave for Contingent II employees shall be paid according to provisions in the employment contract.

APPROVED:



11/17/2017

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Chancellor or Designee

Date