

**Policies and Procedures**

Title

HR Policy No: 30.003

Holidays

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Reviewed: May 30, 2023

Purpose

To provide guidance on the payment of wages for holidays recognized by the College.

Applicability

All Full-Time Employees

Policy

Providence College officially observes a number of holidays throughout the year. A regular full-time employee, including anyone on probationary status, is entitled to holiday pay based on his/her straight-time hourly rate times the employee's standard work day. Holiday observance may be changed at the sole discretion of the College.

Providence College recognizes the following days as paid holidays:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday preceding Easter
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Day before Thanksgiving	Fourth Wednesday in November
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

Holidays falling on Sunday will be observed on the following Monday. Holidays falling on Saturday will be observed on the preceding Friday.

An hourly employee who, for business reasons, is required to work on an observed College holiday, will be paid time and one-half (1.5) his/her hourly rate in addition to holiday pay at the regular hourly rate. An administrative employee who is required to work on a holiday may be eligible for compensatory time at

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the discretion of his/her supervisor. Employees covered by a collective bargaining agreement are governed by the terms of the agreement.

Furthermore, the College closes its administrative offices for the period beginning December 24 through December 31 (break period). There may be offices that require some staffing due to end-of the year needs. If a member of the staff is assigned to work during this break period, the day will be considered a regular work day, but that individual will receive a paid day off during the remainder of the fiscal year.

### Responsibility

The senior associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.