

**POLICY NO. 614**

**Area: Human Resources**

Date adopted: October 1, 2002

Certified by \_\_\_\_\_  
Dr. Adolphus Andrews  
Executive Vice President and  
Chief Financial Officer

Revisions Approved:  
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**Subject: HOLIDAYS AND DAYS OFF**

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This policy shall apply to all contract professional staff employees of the University and all other unclassified contract personnel not covered by the University's contract with the AAUP, AFSCME and FOP.

**1. Holidays**

a. University Employees shall be entitled to the following paid holidays:

- ( 1) New Year's Day – First day of January
- ( 2) Martin Luther King's Day – Third Monday in January
- ( 3) President's Day – Third Monday in February
- ( 4) Memorial Day – Last Monday in May
- ( 5) Independence Day – Fourth of July
- ( 6) Labor Day – First Monday in September
- ( 7) Veteran's Day – Eleventh (11<sup>th</sup>) of November
- ( 8) Thanksgiving Day – Fourth Thursday in November
- ( 9) Day after Thanksgiving – Fourth Friday in November
- (10) Christmas Eve – Twenty-fourth (24<sup>th</sup>) day of December
- (11) Christmas Day – Twenty-fifth (25<sup>th</sup>) day of December

Note: In the event that any of the aforesaid holidays should fall on Saturday, then the Friday immediately prior will be observed as the holiday. In the event that any of the aforesaid holidays should fall on Sunday, then the Monday immediately following shall be observed as the holiday.

b. In addition to the above list of holidays, any day appointed and recommended by the Governor of Ohio or the President of the United States shall be included.

## 2. Days Off

a. Good Friday: Employees shall be granted four (4) hours administrative leave without loss of pay for Good Friday.

b. Voting: One (1) hour of administrative leave without loss of pay shall be granted to employees for general election days that would occur within the county or township of their residence. An employee may be required to show proof of actual voting.

c. Funeral Leave: Employees shall be granted up to three (3) working days of Funeral Leave to arrange for and/or attend the funeral of a member of her/his immediate family.

**NOTE:** Immediate family is defined as father, mother, sister, brother, wife, husband, child, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandson, granddaughter, father-in-law, mother-in-law, and all other relatives residing in the employee's household.

d. Jury Duty and Court Appearances: Employees who are needed for court required service will be excused from work when those hours conflict with the hours the employee must actually spend in connection with the court or board proceedings. Such employees, who are summoned, required to serve on a jury, or are served with a subpoena to appear in court proceedings as a witness, and are not a party to that action, shall be allowed to retain the pay for jury duty or witness fees, and shall not suffer any loss in her/his regular straight time earnings.