

# University Holidays

Roosevelt University observes the following holidays:

Holiday	2015	2016	2017	2018	2019
Martin Luther King Day	January 19	January 18	January 16	January 15	January 21
Memorial Day	May 25	May 30	May 29	May 28	May 27
Independence Day	July 3	July 4	July 4	July 4	July 4
Labor Day	September 7	September 5	September 4	September 3	September 2
Thanksgiving Day	November 26	November 24	November 23	November 22	November 28
Day after Thanksgiving	November 27	November 25	November 24	November 23	November 29
Christmas Eve	December 24	December 23	December 26*	December 24	December 24
Christmas Day	December 25	December 26	December 25	December 25	December 25
Winter Holiday	December 28	December 27	December 27	December 26	December 26
Winter Holiday	December 29	December 28	December 28	December 27	December 27
Winter Holiday	December 30	December 29	December 29	December 28	December 30
New Year's Eve	December 31	December 30	January 2, 2018*	December 31	December 31
New Year's Day	January 1, 2016	January 2, 2017	January 1, 2018	January 1, 2019	January 1, 2020

## Special Notes

\* When 2 consecutive holidays fall on Sunday and Monday, the Sunday holiday shall be observed on Tuesday.

\*\* When 2 consecutive holidays fall on Friday and Saturday, the Saturday holiday shall be observed on Thursday.

### Floating Holiday (academic year) - Administrators

In addition to the observed holidays above, all full-and part-time (20 hours or more per week) administrators are eligible for one academic year floating holiday. This paid holiday must be taken from September 1 through April 30. This floating holiday must be requested and approved by the manager/supervisor with ten (10) working days advance notice. If an administrator does not use the floating holiday by April 30, becomes ineligible, or terminates employment, the floating holiday is forfeited and is not be paid out.

### Floating Holidays (contract year) and Winter Floating Holiday – Clerical Employees

In addition to the observed holidays above, all clerical employees are eligible for two floating days and one winter floating holiday after sixty (60) days of employment. The floating holidays must be taken from October 1 through September 30. The dates of the floating days shall be set by mutual agreement between the employee and their supervisor and the employee must provide their supervisor with ten (10) working days advance notice. The winter floating holiday must be taken during the weeks in which the Christmas Day or New Year's Day holidays are observed.

The number of hours that an employee is entitled to receive as University, floating, or winter holiday pay is based on full-time equivalency (FTE) and the related work hours per week.

If you are:	Administrator	Clerical
Equal to 1.00 FTE (full-time)	7.50 hours	7.00 or 7.50 hours (based on FT work schedule)
Equal to .533 to .800 FTE (part-time)	1/5 of scheduled work week hours	1/5 of scheduled work week hours
Equal to or less than .500 FTE (part-time)	No holiday pay	1/5 of scheduled work week (.500 FTE only)
Part-time Example	An employee working 20 hours per week will receive 4 hours for a paid holiday (20 hour schedule divided by 5)	

If this benefit policy is in conflict with an item detailed in a collective bargaining agreement (aka union contract) or if a union contract does not specify paid holidays, the union contract terms apply.

**Please direct any inquiries to Human Resources at [hr@roosevelt.edu](mailto:hr@roosevelt.edu).**

Rev 2/15/16