## Holiday Leave - Closed for Holiday
Employees who are appointed to work at least 20 hours per week for a period of at least 4.5 continuous months are eligible for holiday leave. Holidays are compensated at 8 hours per day for full-time employees. Part-time employees receive holiday pay proportionate to the number of hours appointed to work weekly. The state legislature determines the number of holidays observed by all state agencies and institutions of higher education. The total number of holidays consists of various national and state holidays which fall on a weekday; holidays that fall on a weekend are not included. Certain offices, such as the University Police Department, may remain open and staffed to conduct official business.

### *Closed - Use of Accrued Leave*
Employees will be required to take applicable accrued leave or make work arrangements with their supervisor.

## Holiday Compensatory Time
Employees who work on a holiday will receive equivalent time off categorized as holiday compensatory time. Earned holiday compensatory time may be used as leave within the 12-month period following the holiday worked.

## Optional Holidays
The legislature has designated Rosh Hashanah, Yom Kippur, and Good Friday as optional holidays. A holiday pay-eligible employee may observe optional holidays by using applicable accrued leave or by making arrangements with their supervisor.