

3361:30-31-07

Time off from work: holiday policy.

The following rule applies to all employees except those employees covered by a collective bargaining agreement addressing this topic.

- (A) A list of the ten paid holidays which the university observes is published each year by the university.
- (B) The university will grant time off without loss of regular compensation for seasonal days on the working days that fall between the university-observed holidays of Christmas Day and New Year's Day, subject to regulations prescribed by the university.
- (C) Full-time employees in an active pay status receive ten paid holidays per year.
- (D) Permanent part-time classified and unclassified employees are entitled to holiday pay for that portion of any holiday which they would normally have worked.
- (E) If a university holiday occurs during a period of paid sick or vacation time, the employee will not be charged for sick or vacation time.
- (F) Compensation for classified and unclassified non-exempt employees who work during a holiday or seasonal day is outlined in human resources policies and procedures.
- (G) In accordance with divisions (F)(1) and (F)(2) of section 124.14 of the Revised Code, this rule supersedes any portion of the Revised Code or Administrative Code covering the same subject matter, including but not limited to section 124.19 of the Revised Code.

Effective: December 24, 2014

Certification: Nicole S. Blount
Nicole S. Blount
Executive Assistant to the Board of Trustees

Date: April 15, 2014

Promulgated under: R.C. Section 111.15
Statutory authority: R.C. 3361
Rule amplifies: R.C. 124.19.
Prior effective dates: October 26, 1978
February 21, 1980
June 30, 2005
July 15, 2012