

## Holiday Eligibility and Reporting Guide

Human Resources & Payroll (HR/Pay) system address [hr.ku.edu](http://hr.ku.edu)

This guide addresses holiday eligibility and reporting of holidays for university support staff, unclassified professional staff, and fiscal year faculty/academic staff.

These guidelines do not apply to the following as they are not eligible for holiday credit or additional compensatory time or pay when working the holiday.

1. Academic year Faculty
2. Academic year Academic staff
3. All temporary employees (including students)

Please contact the HR/Pay team [hrpay@ku.edu](mailto:hrpay@ku.edu) if you have specific situations not covered in this document.

### Terminology:

- **Academic Staff:** Type of employee category. Academic staff employees are generally paid on an academic year (AY) basis or due to the nature of their work may be paid on a fiscal year (FY) basis.
- **Appointing Authority:** Chief Human Resource Officer (CHRO)
- **Exempt/Non-Exempt:** Fair Labor Standards Act (FLSA) determination made by HRM. Exempts and non-exempts report leave taken and time worked differently. Exempts are paid on a salaried basis; Non-Exempts are paid on an hourly basis.
- **Faculty** - Type of employee category. Faculty are generally paid on an academic year (AY) basis or those who hold central administrative, or another type of position may be paid on a fiscal year (FY) basis.
- **Full-time:** Position designated as 40 hours per week.
- **Holiday Compensatory Time:** Compensation in hours (time) for an eligible employee who works on a holiday. Hours are added to the holiday compensatory time balance which are available to be used after the holiday payroll period has been processed (sent to payroll to be paid.) Pending the type of employee, the compensation may be 1 or 1.5 X the hours worked.
- **Holiday Credit:** This is pay for the holiday for eligible employees; counts towards accruals and counts along with actual work time towards the 40 hours limit for the Fair Labor Standards (FLSA).
- **Holiday Pay:** Pay for an eligible employee who works the holiday and is approved for pay rather than compensatory time. 1.5 X the employee's hourly rate. Restricted use.
- **HR/HRM:** Human Resources Management. Departmental email [hrdept@ku.edu](mailto:hrdept@ku.edu), phone 785/864-4946, 103 Carruth-O'Leary Hall, web site [humanresources.ku.edu](http://humanresources.ku.edu)
- **HR/Pay:** Human Resources and Payroll System - database address is [hr.ku.edu](http://hr.ku.edu)
- **Irregular Work Schedule:** Positions that do not have a set weekly schedule defined in HR/Pay.
- **K.A.R.:** State of Kansas Administrative Regulations.
- **Part-time:** position designated to work less than 40 hours per week.
- **Regular Work Schedule:** Positions that have a set weekly schedule in HR/Pay.
- **Regular Position:** Is eligible for employer subsidized benefits (excluding FTE eligibility) and is eligible to earn leave and does not have the 999 hours limit per year.

- **Supervisor:** One to whom an employee reports to for work, time, schedules, performance etc. If the supervisor has processed a delegation of approval for time, the delegate would follow the supervisor role in this guide.
- **Temporary (non-student) Position:** Is not eligible for employer subsidized benefits and is not to exceed 999 paid hours in a calendar year and is generally not to continue past one year. More Information see [Human Resources temporary positions FAQs](#).
- **Time Administration:** HR/Pay process which uses time submitted to create payable time. Payable time is approved by supervisors.
- **Time Reporting Code (TRC):** An element that is used to record the type of time worked and absence taken. TRCs are used in rules processing during the time administration process.
- **Time Reviewer:** Departmental, area or shared service center staff member with job responsibilities to assist with the completion of worked time and absence approvals.
- **UPS:** Type of employee category. Unclassified Professional Staff.
- **USS:** Type of employee category. University Support Staff.
- **Work Schedule:** Defined in HR/Pay indicating the total hours by day the employee is to work.

### Guiding Principles:

#### 1) Legal versus Officially Observed :

- a) If an employee works on either the legal holiday or the officially observed holiday, but not both, the day on which the employee works is considered the holiday for the purpose of holiday compensation.
- b) The officially observed holiday will still be the basis when determining the hours of holiday credit to be given. If an employee works on both the legal holiday and the officially observed holiday, the day in which the employee works the most hours is considered the holiday. If the employee works the same number of hours on both days, the employee will receive holiday compensation for the day which is most advantageous for the employee and will not receive holiday compensation for the other day worked.
- c) Holiday credit (TRC-HOLHR- Holiday Credit 1.0) is loaded by an HR/Pay process that is completed up to 4 weeks in advance of the holiday. If the employee was not scheduled to work on the holiday but appears to be eligible, the HR/Pay process will load the holiday on the previously scheduled workday if it is in the same week. If the previously scheduled day is not in the same work week, the holiday is loaded on the next scheduled workday after the recognized holiday.
- d) If the holiday falls on a day the employee is not regularly scheduled to work, see section 7 of this guide Holiday Credit - Regular Position - Non-standard Workweek on how to rearrange the employee's work schedule and hours eligibility.
  - i) It is acceptable for the loaded holiday credit to be moved for regular full-time employees with non-traditional schedules for eligible employees. KU strongly encourages employees to take the holiday in the same week if possible or the same payroll period.
- e) If the Governor designates two consecutive days during the normal regular work week of Monday through Friday as a holiday (e.g., Thanksgiving and the day following) an employee who is required to work on both days shall receive the appropriate holiday credit and holiday compensation in accordance with K.A.R. 1-9-2 for both days.

#### 2) Holiday for Non-exempt (hourly) Regular Position Employee Working Full-time:

- a) Holiday credit (TRC-HOLHR- Holiday Credit 1.0) is loaded for USS, UPS, and fiscal year faculty/academic staff by an HR/Pay process up to 4 weeks in advance of the holiday. Holiday credit is needed to pay an employee for the holiday.
- b) The quantity of hours loaded for holiday credit are equal to the number of hours the employee is regularly scheduled based on the employee's work schedule in HR/Pay.

- c) If the holiday falls on a day the employee is not regularly scheduled to work, see section 7 of this guide Holiday Credit - Regular Position - Non-standard Workweek on how to rearrange the employee's work schedule and hours eligibility.
- d) It is the responsibility of the Time Reviewer or Supervisor to validate the employee is eligible and has the correct hours and to update the timesheet if needed.
- e) Eligible employees will receive holiday compensation or, if approved, pay for the hours worked in addition to the holiday credit.
  - i) The KU Lawrence policy is to compensate for working on the holiday with compensatory time rather than pay unless the department has their leadership and budgetary approval for pay.
  - ii) Holiday Compensatory Time: If the employee works the holiday, regular hours are reported for the actual hours worked on the holiday and the HR/Pay system will calculate the holiday compensatory time during the time administration process.
  - iii) Holiday Pay: If the employee works the holiday, and is eligible for pay, the TRC of HDP - Holiday Pay 1.5 is reported with the actual time/hours worked (clock or timesheet). The HR/Pay system will calculate the pay during the payroll calculation process.

**3) Holiday for Non-exempt (hourly)Regular Position Employee Working Less Than Full-time on a Regular Schedule:**

- a) Holiday credit (TRC-HOLHR- Holiday Credit 1.0) is loaded for USS, UPS, and fiscal year faculty/academic staff by an HR/Pay process up to 4 weeks in advance of the holiday. Holiday credit is needed to pay an employee for the holiday.
- b) The quantity of hours loaded for holiday credit are equal to the number of hours the employee is regularly scheduled based on the employee's work schedule in HR/Pay.
- c) If the holiday falls on a day the employee is not regularly scheduled to work, the employee is not eligible to receive holiday credit.
- d) It is the responsibility of the Time Reviewer or Supervisor to validate the employee is eligible and has the correct hours and to update the timesheet if needed.
- e) Eligible employees will receive holiday compensation or, if approved, pay for the hours worked in addition to the holiday credit.
  - i) The KU Lawrence policy is to compensate for working on the holiday with compensatory time rather than pay unless the department has their leadership and budgetary approval for pay.
  - ii) Holiday Compensatory Time: If the employee works the holiday, regular hours are reported for the actual hours worked on the holiday and the HR/Pay system will calculate the holiday compensatory time during the time administration process.
  - iii) Holiday Pay: If the employee works the holiday, and is eligible for pay, the TRC of HDP - Holiday Pay 1.5 is reported with the actual time/hours worked (clock or timesheet). The HR/Pay system will calculate the pay during the payroll calculation process.
- f) Contact the [HR/Pay Team](#) if you have a part-time regular employee who is in overtime status and worked on a holiday.

**4) Holiday for Non-exempt Regular Position Employee Working Less Than Full-time on an Irregular Schedule :**

- a) Holiday Credit is not loaded as the employee is not eligible.
- b) If the employee works on the holiday, the employee shall receive holiday pay for the hours worked per the State of Kansas personnel regulation.
  - i) Holiday Pay: If the employee works the holiday, the TRC of HDP - Holiday Pay 1.5 is reported with the actual time/hours worked (clock or timesheet). The HR/Pay system will calculate the pay during the payroll calculation process.
- c) It is up to the Time Reviewer or Supervisor to validate the employee is eligible and update the timesheet if needed.

- d) Contact the [HR/Pay Team](#) if you have a part-time regular employee who is in overtime status and worked on a holiday.

5) **Holiday for Exempt Regular Position Employee Working Full-time :**

- a) Holiday credit (TRC-HOLEX- Holiday Credit 1.0) is loaded for USS, UPS, and fiscal year faculty/academic staff by an HR/Pay process up to 4 weeks in advance of the holiday. Holiday credit is needed to pay an employee for the holiday.
- b) The quantity of hours loaded for holiday credit are equal to the number of hours the employee is regularly scheduled based on the employee's work schedule in HR/Pay.
- c) If the holiday falls on a day the employee is not regularly scheduled to work, see section 7 of this guide [Holiday Credit - Regular Position - Non-standard Workweek](#) on how to rearrange the employee's work schedule and hours eligibility.
- d) It is the responsibility of the Time Reviewer or Supervisor to validate the employee is eligible and has the correct hours and to update the timesheet if needed.
- e) Eligible employees will receive holiday compensation or, if approved, USS employees may receive pay for the hours worked in addition to the holiday credit.
  - i) The KU Lawrence policy is to report as holiday compensatory time rather than pay unless the department has their leadership and budgetary approval for pay
  - ii) Kansas Board of Regents' policy allows unclassified staff and faculty to receive holiday compensation not pay (if required to work).
  - iii) UPS staff and fiscal year faculty/academic staff will receive holiday compensation at 1 time the hours worked. USS will receive holiday compensation at 1.5 times the hours worked.
  - iv) Holiday Compensatory Time: After an exempt eligible employee works the holiday, an email to [hrpay@ku.edu](mailto:hrpay@ku.edu) from the Time Reviewer or Supervisor should be sent that contains the Employee Name and Department indicating the number of hours worked. The HR/Pay team will add the appropriate hours to the employee's holiday compensatory time balance. This email will need to be sent no later than 10:00 a.m. of the approval day for the period in which the holiday occurred.
  - v) Holiday Pay: After an USS exempt eligible employee works the holiday and if authorized for pay, the Time Reviewer or Supervisor should add HDP-Holiday Pay 1.5 to the timesheet along with the actual hours worked.

6) **Holiday for Exempt Regular Position Employee Working Less than Full-time :**

- a) Holiday credit (TRC-HOLEX- Holiday Credit 1.0) is loaded for USS, UPS, and fiscal year faculty/academic staff by an HR/Pay process up to 4 weeks in advance of the holiday. Holiday credit is needed to pay an employee for the holiday.
- b) The quantity of hours loaded for holiday credit are equal to the number of hours the employee is regularly scheduled based on the employee's work schedule in HR/Pay.
- c) If the holiday falls on a day the employee is not regularly scheduled to work, the employee is not eligible to receive holiday credit.
- d) It is the responsibility of the Time Reviewer or Supervisor to validate the employee is eligible and has the correct hours and to update the timesheet if needed.
- e) Eligible employees will receive holiday compensation or, if approved, USS employees may receive pay for the hours worked in addition to the holiday credit.
  - i) The KU Lawrence policy is to report as holiday compensatory time rather than pay unless the pay unless the department has their leadership and budgetary approval for pay.
  - ii) Kansas Board of Regents' policy allows unclassified staff and faculty to receive holiday compensation not pay (if required to work).
  - iii) UPS staff and fiscal year faculty/academic staff will receive holiday compensation at 1 time the hours worked. USS will receive holiday compensation at 1.5 times the hours worked.

- iv) **Holiday Compensatory Time:** After an exempt eligible employee works the holiday, an email to [hrpay@ku.edu](mailto:hrpay@ku.edu) from the Time Reviewer or Supervisor should be sent that contains the Employee Name and Department indicating the number of hours worked. The HR/Pay team will add the appropriate hours to the employee's holiday compensatory time balance. This email will need to be sent no later than 10:00 a.m. of the approval day for the period in which the holiday occurred.
- v) **Holiday Pay:** After an USS exempt eligible employee works the holiday and if authorized for pay, the Time Reviewer or Supervisor should add HDP-Holiday Pay 1.5 to the timesheet along with the actual hours worked.

**7) Holiday Credit - Regular Position - Full-time Non-standard Workweek:**

- a) Kansas Administrative Regulation (K.A.R.) 1-9-2 states, "For each holiday, each full-time employee shall receive holiday credit equal to the number of hours regularly scheduled to work, subject to the provisions of paragraph (b) (2)."
- b) Subsection (b)(2) of K.A.R. 1-9-2 states, "Each full-time employee who works a nonstandard workweek shall receive the same number of holidays in a calendar year as employees whose regular work schedule is Monday through Friday...."
  - i) Examples of non-standard workweeks:
    - (1) The holiday is on Friday. The employee's normal work schedule is 10 hours each day Tuesday, Wednesday, Thursday, and Friday. The employee should receive 10 hours holiday credit on Friday.
    - (2) The holiday is on Friday. The employee's normal work schedule is 12 hours each day Tuesday, Wednesday, and Thursday. On Friday's, the employee is regularly scheduled for 4 hours. The employee should receive 4 hours holiday credit on Friday.
    - (3) The holiday is on Friday. The employee's normal work schedule is 4 hours on Tuesday and 12 hours each day Wednesday, Thursday, and Friday. The employee should receive 12 hours holiday credit on Friday.
- c) It is acceptable for a department to make a policy call to switch employees back to a standard 8 hours per day, 5 days per week, work schedule during the week of a holiday to avoid issues with varying hours of holiday credit. Notice to the employee must occur at least five days prior to the beginning of the workweek and must be approved by the CHRO.
- d) It is acceptable for a department to make a policy call to rearrange an employee's scheduled day off to avoid having to pay more than is normally paid to an employee during the week that contains a holiday. Notice to the employee must occur at least five days prior to the beginning of the workweek and must be approved by the CHRO.
  - i) Example: if the state holiday is Monday and the employee normally works 10 hours Tuesday through Friday, the holiday load process will add the holiday credit on Tuesday. If the department needs the employee to work on Tuesday; the holiday credit may be moved to another scheduled workday that week that the employee takes off. In this case the department does not incur additional liability or costs and the employee still receives a holiday.
- e) If the employee is not scheduled to work on the holiday and their schedule is not modified to allow the holiday on another day in the work week, it is KU HRM policy to grant holiday credit hours based on the number of hours scheduled on the workday before the holiday if in the same work week or the day after the holiday if not.
  - i) Example: if the state holiday is Monday and the employee normally works 10 hours Tuesday through Friday, the holiday load process will add the holiday credit on Tuesday for 10 hours. If the department needs the employee to work the entire week see options below.
    - (1) The holiday credit is moved back to Monday and the employee works Tuesday to Friday 10 hours a day. The employee will be paid for 10 hours of holiday credit for Monday and 30 regular hours for Tuesday through Thursday for a total of 40 hours. Friday will put the employee over

the 40-hour FLSA limit and 15 hours of regular compensatory time will be added to the employee's balance.

(2) The holiday credit may be kept as loaded on Tuesday. The employee works Tuesday to Friday 10 hours a day. As the employee worked on Tuesday holiday compensatory time will be earned or, if eligible, holiday pay is given. The employee would also be paid for 30 hours of regular and 10 hours of holiday credit.

f) Employees whose workday crosses over midnight:

i) For most departments the day the shift begins is the official reported workday and is used to determine the holiday for loading. (Campus Operations, KLETC, KUAA, etc.)

(1) The holiday is on Wednesday. The employee is scheduled to work on Tuesday 10 p.m. to Wednesday 7 a.m. and Wednesday 10 p.m. to Thursday 7 a.m., with a one-hour unpaid lunch break. If the employee is not in overtime status, the employee will receive 8 hours holiday credit on Wednesday and 8 hours of holiday compensation on Wednesday (for those hours worked from 10 p.m. Wednesday night through 7 a.m. Thursday morning). The employee would receive regular compensation (non-holiday compensation) for those hours worked on Tuesday (10 pm Tuesday night through 7 a.m. Wednesday morning).

ii) For Public Safety, the actual workday is used to determine the reported day of the week.

iii) For Information Technology the day with the majority of hours is used to determine the reported day of the week.

iv) In some cases, the loaded holiday credit may need to be moved on the timesheet.

**8) Holiday Credit - Regular Position - Workers Compensation :**

An employee who is receiving workers compensation wage replacement is entitled to Holiday Credit based on the hours the employee is regularly scheduled to work on that day, in accordance with the provisions of K.A.R. 1-9-2.

**9) Holiday Credit and Leave Without Pay:**

a) Kansas Administrative Regulation 1-9-2(i) states, "An employee who is on leave without pay for any amount of time either on the last working day before a holiday or the first working day following a holiday shall not receive holiday credit, unless approved by the appointing authority." Only the appointing authority (CHRO) is allowed to approve holiday credit in leave without pay situations.

b) Holiday credit should be removed from the timesheet by the Supervisor or Time Reviewer if an employee is on suspension or leave without pay.

c) Leave without pay may be a job data transaction or an unpaid absence request. For non-exempt employees, leave without pay is also when the employee does not have worked hours and/or paid absence equivalent to the employees' work schedule the day before and after the holiday.

**10) Holiday Credit - Non-Exempt Regular Employees Overtime Compensation :**

a) University Support Staff and Unclassified Professional Staff - KU Lawrence policy (1/27/06) allows holiday credit (not compensation) to count toward the overtime eligibility for non-exempt staff. No other forms of paid leave will count toward the calculation of overtime, e.g., neither sick nor vacation leave.

b) In the rare exception the regular full-time employee did not work or take the holiday during the week the holiday occurred; they may be provided holiday compensation to use later. This holiday compensation does not count towards the hours counted toward the 40-hour FLSA limit.

i) An email to [hrpay@ku.edu](mailto:hrpay@ku.edu) from the Time Reviewer or Supervisor should be sent that contains the Employee Name and Department indicating the situation. The HR/Pay team will add the appropriate hours to the employee's balance upon approval from the CHRO. This email will need to be sent no later than 10:00 a.m. of the approval day for the period in which the holiday occurred.

**11) Holiday Credit - Separation from Service:**

- a) Kansas Administrative Regulation 1-9-2 (j) states, “Any employee whose last day at work before separating from state service is the day before a regularly scheduled holiday shall not receive holiday credit for the holiday.”
  - i) Example: The scheduled holiday is Friday, November 11th. The employee requested their last day to be Friday, November 11<sup>th</sup>. The employee would not be eligible for the holiday credit on Friday, November 11th as they are not in pay status the following regular scheduled workday. The employee would need to use an appropriate leave to be paid or the termination date may be adjusted. If the employee is retiring, please check with HRM Benefits to determine the impact of changing a retirement termination date.
- b) It is the responsibility of the Time Reviewer or Supervisor to validate the employee is eligible and to update the timesheet if needed.

**Related Information and Materials:**

**Holiday Compensation Chart for Regular Eligible Employees Who Worked on a Holiday**

Employee must meet the qualifications as outlined in the document. This is a summary table.

| <b>Employee Classification</b>                                      | <b>Exempt (Salaried)</b>   | <b>Non-Exempt (Hourly)</b>   |
|---|--|--|
| University Support Staff  | 1.5 hours earned for each hour worked or paid at 1.5 times the hourly rate for each hour worked. | 1.5 hours earned for each hour worked or paid at 1.5 times the hourly rate for each hour worked. |
| Unclassified Professional Staff, Fiscal Year Faculty/Academic Staff | 1 hour earned for each hour worked.  | 1.5 hours earned for each hour worked or paid at 1.5 times the hourly rate for each hour worked. |
| Academic Year Faculty/Academic Staff and Temporary Employees        | No change in hours or pay.   | If worked report as regular hours.   |

- Time and Absence Guide: [humanresources.ku.edu/document/guide-time-absence-reporting-document](https://humanresources.ku.edu/document/guide-time-absence-reporting-document)  
Contains how to Report Working on a Holiday.
- Holiday Listing [humanresources.ku.edu/holiday-listing](https://humanresources.ku.edu/holiday-listing)
- Holiday and Holiday Compensation Policy [policy.ku.edu/human-resources/holiday-policy](https://policy.ku.edu/human-resources/holiday-policy)
- Team Time and Absence [humanresources.ku.edu/document/team-time-absence-document](https://humanresources.ku.edu/document/team-time-absence-document) contains how to
- Assign a Work Schedule.