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SUU Policy 8.2.5 - Holidays

SUU [suu.edu/policies/08/02-5.html](https://www.suu.edu/policies/08/02-5.html) (<https://www.suu.edu/policies/08/02-5.html>)

POLICY #8.2.5 **SUBJECT: Holidays**

I. PURPOSE

The purpose of this Policy is to identify holidays for salaried employees under regular University appointment.

II. REFERENCES

1. Utah System of Higher Education Policy R821 *Employee Benefits*
(<https://public.powerdms.com/Uta7295/tree/documents/1832492>)
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III. DEFINITIONS

N/A

IV. POLICY

1. Each year, the President determines the approved holidays of the University in accordance with Utah State Board of Higher Education Policy R821, not to exceed 12 days. The following named days are usually considered as holidays for salaried employees under regular University appointment:
 1. New Year's Day (January 1)
 2. Martin Luther King Jr. day (Third Monday in January)
 3. President's day (Third Monday in February)
 4. Memorial Day (Last Monday in May)
 5. Independence Day (July 4)
 6. Pioneer day (July 24)
 7. Labor Day (First Monday in September)
 8. Thanksgiving Day (Fourth Thursday in November)
 9. Day following Thanksgiving
 10. Christmas day (December 25)
 11. Two (2) additional days (as declared by the President in consultation with the President's Council)
 2. When a holiday falls on a Saturday, the previous Friday will be the day off. When a holiday falls on Sunday, the following Monday will be the day off.
 3. Employees of departments whose operation requires their services on prescribed holidays shall be given another day off within the same work week.
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V. RELEVANT FORMS/LINKS

[SUU Events Calendar \(https://www.suu.edu/././events/index.html\)](https://www.suu.edu/././events/index.html)

VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the [Vice President for Finance and Administration \(https://www.suu.edu/././ad/finance/index.html\)](https://www.suu.edu/././ad/finance/index.html). For questions about this Policy, contact the [Office of Human Resources \(https://www.suu.edu/././hr/index.html\)](https://www.suu.edu/././hr/index.html).

VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: July 27, 1990

Amended: [March 22, 2007 \(https://www.suu.edu/./old/08/p8025-2007-03-22.pdf\)](https://www.suu.edu/./old/08/p8025-2007-03-22.pdf); [March 26, 2010 \(https://www.suu.edu/./old/08/p8025-2010-03-26.pdf\)](https://www.suu.edu/./old/08/p8025-2010-03-26.pdf); [December 2, 2010 \(https://www.suu.edu/./old/08/p8025-2010-12-02.pdf\)](https://www.suu.edu/./old/08/p8025-2010-12-02.pdf); December 1, 2016