

Human Resources **Announcement**

For Bloomington Employees, Managers, and Department Heads

Remaining 2009 Holidays

Labor Day	Monday, September 7
Thanksgiving Day	Thursday, November 26
Friday after Thanksgiving	Friday, November 27
Christmas Day	Friday, December 25

Support and Service Staff

Labor Day, Thanksgiving Day and Christmas Day

Employees required to work on one of these holidays receive their regular pay and additional pay or time off at a rate of one and one-half.

Friday after Thanksgiving

Employees required to work on the Friday after Thanksgiving receive their regular pay and an additional eight (8) hours of pay or time off.

Typically, it is at the discretion of the department as to whether the employee receives either additional pay or time off. Refer to the specific employee policy for the correct procedure --- see below.

References:

Service Staff Holidays Policy 5.1: <http://www.indiana.edu/~uhrs/policies/sm/5.0/5.1.html>

Support Staff Holidays Policy 12.5: <http://www.indiana.edu/~uhrs/policies/ss/12.0/12.5.html>

Professional Staff

All Holidays

When Professional Staff must work on a holiday, they receive equivalent time off.

Reference:

Professional Staff Holidays Policy 10.2: <http://www.indiana.edu/~uhrs/policies/nonunion/10.0/10.2.html>

All Staff

- Departments should not give time off for a holiday in advance of the date on which the holiday falls.
- A previously accrued holiday cannot be used in lieu of a holiday.
- Employees who work on a holiday must:
 - Select a time-off date that is mutually agreeable with the supervisor and which does not create an undue hardship on the department and
 - Use the time off by the end of the last full pay period of the following calendar year or it is lost.

University Human Resource Services
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This and previous announcements are available at www.indiana.edu/~uhrs/news/announcements.htm.

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