

# Human Resources Announcement

For Bloomington Employees, Managers, and Department Heads

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## **Martin Luther King Holiday** **Monday, January 19, 2009**

Martin Luther King Day is a recognized paid holiday for Indiana University's Staff employees.

- Support and Service Staff who work on Martin Luther King Day will receive pay for the hours worked **plus an equal number of hours** (up to eight hours) in pay or time off at a later date mutually agreeable to the employee and supervisor. If the employee works for part of the holiday, the portion not worked is considered time off and is charged to holiday hours.
- Professional Staff eligible for overtime (PAO and PAU), who work on Martin Luther King Day, will receive pay for the hours worked plus an equal number of hours (up to eight hours) in time off at a later date mutually agreeable to the employee and supervisor. If the employee works for part of the holiday, the portion not worked is considered time off and is charged to holiday hours.
- Professional Staff who are not eligible for overtime (PAE) who work on Martin Luther King Day will receive their regular pay and will receive another day to be taken off at a time mutually agreeable to the employee and supervisor.

**Please refer to the University Human Resource Services web site: [www.indiana.edu/~uhrs/](http://www.indiana.edu/~uhrs/) for full details of the holiday policy.**

January 5, 2009