

 BROWN	Holidays SOP	SOP 08.25.01
		Effective Date: June 4, 2020

1.0 Standard Operating Procedure (SOP) Purpose

The University observes ten official holidays and provides one floating holiday. The purpose of the SOP is to provide instructions for both Full-time and Part-time, as well as, exempt and non-exempt staff to correctly account for this paid time off in Workday.

2.0 SOP

2.1 Exempt Staff

Full-time exempt staff receive 7.5 hours paid time off and are not required to submit time off in Workday (except for Floating Holiday).

Part-time exempt staff receive a pro-rated amount of paid time off hours (based on percent time) and are not required to submit time off in Workday (except for Floating Holiday).

2.2 Non-Exempt Staff

Full-time non-exempt staff receive 7.5 hours (or 8 hours if in a 40 hour/week position) paid time off. Holiday pay must be submitted in Workday Time Entry. Floating Holiday must be submitted in Workday Time Off.

Part-time non-exempt staff that work a standard work week receive a pro-rated amount of paid time off hours (based on percent time). Holiday pay must be submitted in Workday Time Entry. Floating Holiday must be submitted in Workday Time Off.

Part-time non-exempt staff that work a non-standard work week receive pro-rated holiday hours based on a standard work day. To calculate a standard work day, divide the employee's total hours per week by 5 (a standard work-week). The following chart lists holiday time for several common work schedules:

Employee's Total Hours Per Week	Holiday Time based on standard work-day
18.75	3.75
20	4
25	5
28	5.6
30	6

The following examples demonstrate possible scenarios for administering holiday time under the policy for an employee working a Part-time schedule. In these examples, the schedule is based on 30 hours/week (Monday, Tuesday, Wednesday), at 10 hours per day. A standard work day for this employee is 6 hours per day.

2.2.1 Holiday Occurs on Non-Scheduled Work Day - Employee reduces schedule during week.

If a holiday occurs on a non-scheduled work day, the employee's work schedule will be reduced by 6 hours. The employee will work 24 hours in the holiday week with 6 of their hours recorded as holiday hours. An example of this holiday week would look like this:

Day	Date	Scheduled Hours	Hours Worked	Difference	Comments
Sunday				0	
Monday		10	8	2	
Tuesday		10	8	2	
Wednesday		10	8	2	
Thursday					
Friday			6	-6	Holiday
Saturday				0	
Total:		30	30	0	

2.2.2 Employee works regular schedule during week

If a holiday occurs on a non-scheduled work day, and due to the department’s needs, the manager cannot reduce the employee’s hours during the holiday week, the employee will work their 30 hours, plus be paid an additional 6 hours at the holiday rate for the holiday. A Payroll Adjustment form is submitted for the additional holiday hours. An example of this holiday week would look like this:

Day	Scheduled Hours	Hours Worked	Difference	Comments
Sunday				
Monday	10	10	0	
Tuesday	10	10	0	
Wednesday	10	10	0	
Thursday				
Friday		6	6	Holiday
Saturday			0	
Total:	30	36	6	Additional hours for holiday - Submit Pay Adjustment

2.2.3 Holiday Occurs on Scheduled Work Day - Two scenarios can occur if a holiday falls on a regularly scheduled work day.

Scenario 1: The employee will receive 6 hours for the holiday during the holiday week and must arrange with their manager to work an additional 4 hours over the holiday week in order to be paid for thirty hours. An example of this holiday week would like this:

Day	Scheduled Hours	Hours Worked	Difference	Comments
Sunday				
Monday	10	6	-4	Holiday
Tuesday	10	10	0	
Wednesday	10	10	0	
Thursday		4	4	Additional Hours made up during week
Friday				
Saturday				
Total:	30	30	0	Additional hours for holiday - Submit Pay Adjustment

3.0 Definitions: For the purpose of this policy, the terms below have the following definitions:

Percent Time: Employee’s scheduled hours and months divided by the employer’s standard hours and months for a Full-time work schedule.

Full-time: 100% Full Time Equivalent (FTE)

Part-time: <100% Full Time Equivalent (FTE)

Floating Holiday: Paid time off from work taken on a day chosen by the employee subject to manager approval.

4.0 Responsibilities

All individuals to whom this SOP applies are responsible for becoming familiar with and following this SOP. University supervisors are responsible for promoting the understanding of this SOP and for taking appropriate steps to help ensure compliance with it.

Employee: Non-exempt employees are required to enter Holiday time in order to be paid appropriately. Both exempt and non-exempt employees need to submit the Floating Holiday as time off in Workday.

Supervisor: Supervisors approve Floating Holiday in Workday as a time off request.

5.0 Related Information

This SOP is not a legal document. This SOP does not confer a term of employment, nor is the language intended to establish a contract of employment, express or implied, between any employee and Brown University. The University reserves the right to change, amend or terminate any of its human resources policies or SOPs at any time for any reason.

The following information compliments and supplements this document. The information is intended to help explain this SOP and is not an all-inclusive list of policies, procedures, laws and requirements.

5.1 Related University Policies:

- [Holiday Policy](#)

5.2 Related SOPs: N/A

5.3 Related Forms: N/A

5.4 Frequently Asked Questions (FAQs): N/A

5.5 Other Related Information: N/A

6.0 SOP Owner and Contact

6.1 **SOP Owner:** Vice President for Human Resources

6.2 **SOP Approved by:** Vice President for Human Resources

6.3 **Subject Matter Contact:** Leave and Accommodation Manager

- Phone: 401-863-1790
- Email: leave_admin@brown.edu

7.0 SOP History

7.1 **SOP Effective Date:** June 4, 2020

7.2 **SOP Last Reviewed:** N/A

7.3 **SOP Update/Review Summary:** N/A