



The Planetary Science Institute

2.09.2 HOLIDAYS

Policy No.: 2.09.2

Effective Date:

Last Revision Date:

Contact: Linda Rueger

Email: hr@psi.edu

POLICY

The fourteen (14) holidays specified below are customarily observed by PSI and the office will be closed on these days. Non-exempt employees may not work on the below-designated holidays.

Benefits eligible employees will be paid for these holidays at their normal pay rate, consistent with approved work levels. If a holiday falls on a day that is normally not a workday for an eligible employee working less than forty (40) hours a week, no pay is received for that day.

New Year's Day.....	January 1
Martin Luther King Day.....	Third Monday in January
Washington's Birthday.....	Third Monday in February
Friday before Memorial Day.....	Friday before Memorial Day
Memorial Day.....	Last Monday in May
Juneteenth National Independence Day.....	June 19
Independence Day.....	July 4
Friday before Labor Day.....	Friday before Labor Day
Labor Day.....	First Monday in September
Columbus Day.....	Second Monday in October
Veterans Day.....	November 11
Thanksgiving Day.....	Fourth Thursday in November
Day after Thanksgiving Day.....	Fourth Friday in November
Christmas Day.....	December 25

If any holiday falls on a Saturday, then the Friday before will be observed as a holiday. If a holiday falls on a Sunday, then the Monday after will be observed as a holiday.

Benefits eligible employees may designate alternate dates for the Friday before Memorial Day and/or the Friday before Labor Day holiday dates. The alternate date(s) must be tied to a specific event, such as to observe a religious holiday, their birthday, to attend a planned family or community function, or a day surrounding one of the other 11 holidays above. If an alternate date is preferred, employees must notify the payroll department at payroll@psi.edu of the revised date(s) by no later than the end of December for the subsequent calendar year holiday schedule.

If an exempt benefits eligible employee is required to work on a holiday specified above, she/he must consult with their supervisor in advance to designate a different day off.

Holiday hours may only be charged to the extent that an employee has available funded hours. They are not in addition to funded hours. Holiday hours do not accrue or vest, do not carry over to the next calendar year, nor are they a leave type for which pay is received at termination.

View this policy online: (<https://handbook.psi.edu/policy/2-09-2-holidays/>)