

## Indiana University Holiday Schedule

Holiday	2009	2010
New Year's Day (H1)	Thursday, January 1	Friday, January 1
Martin Luther King, Jr. Day (H2)*	Monday, January 19	Monday, January 18
Campus Holiday (H3)**	Friday, April 10	Friday, April 2
Memorial Day (H4)	Monday, May 25	Monday, May 31
Independence Day (H5)	Friday, July 3	Monday, July 5
Labor Day (H6)	Monday, September 7	Monday, September 6
Thanksgiving Day (H7)	Thursday, November 26	Thursday, November 25
Friday After Thanksgiving (H8)*	Friday, November 27	Friday, November 26
Christmas (H9)	Friday, December 25	Friday, December 24

Each holiday is considered to be a maximum of eight hours for full-time, appointed staff and is prorated by FTE for part-time, appointed staff. Employees must be on appointment *prior* to the holiday and must be in pay status **at least four hours** the day before or the day following the holiday to be eligible to receive holiday pay.

\*When support and service staff must work on Martin Luther King, Jr. Day or the Friday after Thanksgiving, they receive regular pay plus time off (up to a maximum eight hours) on a mutually agreeable date. Staff do not receive Holiday Incentive Pay (HIP) for working on these holidays.

When support and service staff must work on any of the other university observed holidays, they receive payment at a rate of pay equal to one and one-half times the regular rate (Holiday Incentive Pay) plus time off (up to a maximum eight hours) on a mutually agreeable date. See the exception for Campus Holiday below.

\*\*At IUPUI, the Campus Holiday is Good Friday. Academic areas have the option to schedule the Campus Holiday during Spring Break. If academic areas exercise this option, employees who take the Campus Holiday during Spring Break are paid at the regular rate of pay if they work on Good Friday, and they do not receive Holiday Incentive Pay (HIP). Employees in non-academic areas who work on the Campus Holiday (Good Friday), do receive Holiday Incentive Pay (HIP) plus equivalent time off (up to a maximum eight hours) on a mutually agreeable date.

Employees should be reminded to save PTO or vacation hours (not sick time) to cover office closings between the Christmas and New Year's holidays. *New* employees who have not been employed long enough to earn sufficient time off to cover department closings, may borrow against future earnings of PTO or vacation hours.