

Policy Title: Holidays

Policy Summary: Employees Eligibility for Holiday Pay & Holidays Observed by Drake University

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

This policy outlines employee eligibility for holiday pay and the holidays observed by Drake University and allows for requests by employees who are veterans for time off for Veterans Day consistent with the requirements of Iowa Code section 91A.5A.

Purpose

Drake University provides holiday benefits to eligible faculty and staff employees, including approval of requests by employees who are veterans for time off for Veterans Day consistent with the requirements of Iowa Code section 91A.5A.

Scope

This policy applies to all eligible faculty and staff and is effective on an employee's date of hire. All employees who are veterans may request time off for Veterans Day and provided that request is made in a timely manner and providing the time off does not cause significant economic or operational disruption to the University, the request will be granted.

Policy

Holidays

Employees in a full-time, regular position are eligible for paid holiday benefits at the time of their employment. Employees in a part-time, regular position, will receive holiday pay based on the normally scheduled number of work hours. Flexible schedule employees, such as those with a four-day workweek, will receive the holiday benefit only for those days they would otherwise be regularly scheduled to work. Unless an employee is on approved vacation or other excused absence (such as FMLA leave), they are expected to work all scheduled hours the day before and the day after a holiday to be eligible for holiday pay.

Holidays Observed

Drake provides the following paid holidays:

- New Year's Day
- Martin Luther King, Jr. Birthday
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Thanksgiving (2.5 days)
- Christmas (2 days)

Additional holidays before or after a holiday may be approved, depending upon when the holiday falls each year. A holiday schedule is made available prior to the beginning of the new fiscal year (July 1).

Employees in a full-time, regular non-exempt position who are required to work on an observed University holiday (including the holiday week described below) will receive pay based on the total number of hours worked plus the holiday. Employees in a part-time, regular non-exempt position required to work on an observed University holiday (including the holiday week described below) will receive prorated holiday pay based on the number of hours actually worked.

Veterans Day Observance

Consistent with the requirements of Iowa Code section 91A.5A, Drake will generally approve requests by employees who are veterans for time off for Veterans Day (November 11). Employees must use vacation or personal time or, in the event the employee does not have vacation or personal time available, such time will be unpaid. Nine-month faculty who do not otherwise have vacation or personal time available to them should discuss with the appropriate academic dean how to handle time off for Veterans Day within standard college/school procedures for handling excused absences.

Veterans wishing to take time off for Veterans Day pursuant to this policy must request time off in writing at least thirty calendar days in advance of Veterans Day. Providing the request is made in a timely manner and providing the time off does not cause significant economic or operational disruption, the request will be granted and the veteran will be notified by November 1 of such approval.

An employee may be asked to provide proof of veteran status by providing a copy of their federal certificate of release or discharge from active duty, or similar federal document.

Last Review Date: January 2021

Effective Date: September 2016

Resources and Related University Policies:

- [Attendance Policy](#)
- [Vacation Policy](#)
- [Family and Medical Leave Act \(FMLA\) Policy](#)
- [Holiday Week Policy](#)