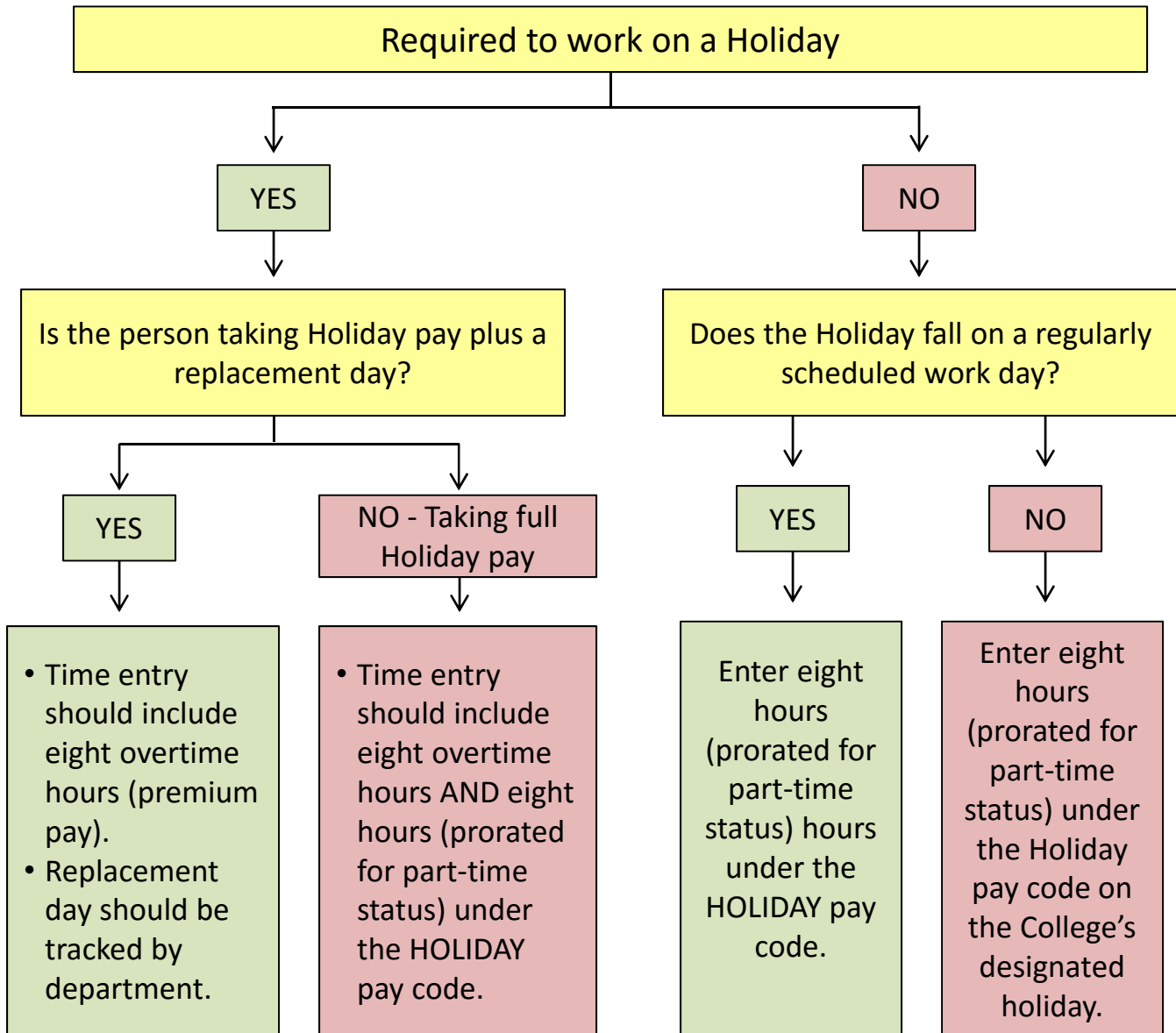




HOLIDAY

Pay Guidelines



- Vice Presidents and Deans, in conjunction with directors will determine essential employee status to work on holidays.
- It is important for departments to track all time off.
- Replacement holidays need to be taken during the same fiscal year.
- When Holiday replacement days are taken, they should be coded as REPHOL.
- Please consult with HR and/or Payroll about unusual circumstances.