

## Holidays- Food Service Employees

### **Eligibility**

All food service employees who work at least 30 hours per week are eligible to receive holiday pay on the designated holidays. Eligible Food Service Managers, Assistant Food Service Managers, Unit Managers, Chef de Cuisine and Senior Team Supervisors receive all of the observed holidays. All other eligible food service employees receive only designated observed holidays.

To qualify for holiday pay, eligible employees must be employed and on paid status with TUC on the date that the holiday is observed, per the University's academic calendar. Paid status is defined as performing work or taking paid leave any time during the pay period.

### **Timekeeping**

Employees must report all holidays on their time sheets. Holiday pay will be paid on a pro rata basis to eligible employees who are regularly scheduled to work fewer than eight hours per day.

### **Absences**

To be eligible for holiday pay, benefited employees must be regularly scheduled to work on the day on which the holiday is observed and must work their regularly scheduled work days immediately preceding and immediately following the holiday, unless a paid leave of absence on either day is approved in advance by the supervisor. *If you are ill on the workday before or after the holiday, a doctor's note will be necessary to be paid for the holiday.*

### **Holiday Calendar**

The following days are observed as holidays, although they may be observed on a different date, per the University's academic calendar:

- 1) New Year's Day \*
- 2) Martin Luther King Jr.'s Birthday
- 3) Lincoln's Birthday \*
- 4) Washington's Birthday \*
- 5) Cesar Chavez's Birthday
- 6) Memorial Day
- 7) Independence Day
- 8) Labor Day
- 9) Admission Day \*
- 10) Columbus Day \*
- 11) Veterans' Day
- 12) Thanksgiving Day
- 13) Christmas\*

\*Designates holidays that are unpaid for all food service employees except Food Service Managers, Assistant Food Service Managers, Unit Managers, Chef de Cuisine and Senior Team Supervisors.

### **Working on a scheduled holiday**

Some situations may arise whereby it will be necessary for an employee to work on a scheduled holiday. Prior approval from your supervisor before any TUC employee works on a scheduled holiday. If a non-exempt employee is approved to work on a scheduled holiday and is eligible for holiday pay, the employee is to be compensated for both the holiday and the actual hours of work at the employee's regular rate of pay.