UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

PERSONNEL POLICY / PROCEDURE

SUBJECT: Holiday Pay

REFERENCES: University Holiday Schedule

POLICY: The University Student Union, Inc. shall observe all California State University, Northridge-observed holidays.

Effective January 1, 2012 only Regular Employees, including those assigned to temporary and emergency appointments and who normally work 30/hours/week or more shall be eligible for holiday pay in accordance with the University’s holiday schedule. Holiday pay will be prorated based on the number of hours/week an employee is regularly scheduled to work.

To receive pay for holidays an employee must be in pay status on the day before and the day after a holiday is observed.

Student Assistant Employees as well as Regular Employees normally scheduled to work less than 30/hours/week, including those assigned to temporary and emergency appointments shall not be eligible for holiday pay.

Recommended by the Personnel Committee on December 5, 2011.

Approved by the University Student Union Board of Directors on December 5, 2011.