

**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.*