

Marywood University

Policies and Procedures

Holiday Policy

Policy Statement: The following holidays and holy days are observed by Marywood University:

New Year's Day
Martin Luther King, Jr. Day
Good Friday
Easter Monday
Memorial Day
Juneteenth
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Feast of the Immaculate Conception*
Christmas Eve
Christmas Day

In the event that a holiday or holy day falls on a weekend, another day will be substituted and noted on the University calendar.

Employees are compensated for holidays and holy days as follows:

Regular full-time employees are paid at their regular rate.

Regular part-time employees are paid for a holiday that falls on their regularly scheduled workday.

If student services are needed on a holiday, offices serving students may be required to open. Such determination will be made by the respective vice president. Salaried employees who are required to work on a holiday will be entitled to take that day later, up through June 30, with the approval of the

immediate supervisor. Hourly employees who are required to work on a holiday will be paid for the holiday plus hours worked.

When the University is closed on holidays and the Day Care Center is open, salaried employees at the Day Care Center are entitled to take the days later in the same fiscal year, with the approval of their immediate supervisors. Hourly employees of the Day Care Center will be paid for the holiday plus hours worked.

***Note: December 8, is the Solemnity of the Immaculate Conception, the patronal feast of the United States, and a holy day of obligation for Catholics. It is also the patronal feast of the Sisters, Servants of the Immaculate Heart of Mary and of Marywood University. It is a tradition of the IHM Sisters to renew their vows on the feast day and the University recognizes the occasion with a day of closure in late December.**

Definitions:

N/A

Procedures:

N/A

Related Policies/ Committees:

**Compensation Policy for Administrators and Staff
Employment Status for Administration and Staff**

Policy History:

07/01/91 – Reaffirmed with publication of Personnel Manual

03/17/95 – Reference to need for Day Care personnel added

03/14/98 – Reference to required services on holidays added

01/30/06 – Cyclical review approved

09/25/12 – Revision approved by the President of the University to include Martin Luther King, Jr.

05/05/2022 – Revisions approved by the President of the University to include Juneteenth and an explanation regarding the Feast of the Immaculate Conception, as recommended by the Employee Health Benefits Committee.

MARYWOOD UNIVERSITY POLICIES AND PROCEDURES

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Secretary of the University and General Counsel