

R – VP of Human Resources  
A – Human Resources  
C – HR, Finance, President, College Deans  
I – CHSU employees



# California Health Sciences University

## CHSU HOLIDAYS

### I. RECOGNIZED HOLIDAYS

CHSU provides paid holidays to full-time employees. The University reserves the right to change the holiday schedule to meet the needs of the business. However, the following holidays are currently recognized:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- C. Presidents' Day
- D. Memorial Day
- E. Independence Day
- F. Labor Day
- G. Veterans Day
- H. Thanksgiving Day
- I. Day after Thanksgiving
- J. Christmas Day
- K. Employee Anniversary – One day to be taken during the month of an employee's anniversary; **use it or lose it**. *Not to be used in any other month.*

### II. WINTER SHUTDOWN

Additionally, all offices of CHSU are closed December 26 through December 31. This period is known as "Winter Shutdown." Winter Shutdown is considered a paid holiday. Winter Shutdown is not considered vacation, and employees will have no right to be paid out for these days upon separation from CHSU.

### III. HOLIDAY OBSERVANCE

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed the following Monday.

### IV. HOLIDAY PAY FOR EMPLOYEES ON LEAVES OF ABSENCE, VACATION OR THOSE REQUIRED TO WORK

If a holiday falls during any employee's approved vacation period or during an employee's use of sick leave, and the employee would have otherwise been scheduled to work, the employee will be paid for the holiday and will not be charged a vacation or sick day.



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If a non-exempt employee is eligible for paid holiday benefits and is required to work on a paid holiday, that employee will receive: (1) holiday pay based on the hours they are regularly scheduled to work; and (2) their regular hourly rate for all hours worked on that day.

Employees on an unpaid leave of absence are ineligible for paid holiday benefits.

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- Policy Owner: VP, Human Resource
  - Effective Date: 10/19/2017
  - Revised Date: 11/09/2020
  - Approval by President Date: 11/24/2020