



**HUMAN RESOURCES
MEMORANDUM**

To: All Faculty and Staff
From: Teri Phillips
Re: Holiday Schedule through 2018 – 2019
Date: January 30, 2018

For your information and planning purposes, here is the schedule of university holidays through the remainder of this fiscal year and for fiscal year 2018 – 2019.

Fiscal Year 2017 – 2018

February 19 (Monday)
March 30 (Friday)
May 28 (Monday)

HOLIDAYS

Presidents' Day
Good Friday
Memorial Day

Fiscal Year 2018 – 2019

July 4 (Wednesday)
September 3 (Monday)
November 22 & 23 (Thursday & Friday)
December 24 -28 (Monday - Friday), 31 (Monday)
January 1 (Tuesday)
January 21 (Monday)
February 18 (Monday)
April 19 (Friday)
May 27 (Monday)

HOLIDAYS

Independence Day
Labor Day
Thanksgiving
Christmas/New Year's Break

Martin Luther King, Jr. Birthday
Presidents' Day
Good Friday
Memorial Day

A few reminders:

1. Some offices are required to be open on some or all holidays. Please determine within your divisions and departments which offices and services should be open on holidays to provide an appropriate level of support to the campus community.
2. In order to receive pay on holidays you must be a benefits-eligible employee. Typically that applies to faculty members and staff who are in regularly scheduled, ongoing positions with PLU working at least .5 FTE (half-time) or more. In addition, an employee must be in a paid status (work hours, vacation, sick) for the pay period; being in a paid status means that an employee has at least 4 hours of pay in a pay period.
3. Employees who are leaving employment with the university are required to work at least one day after a 1-2 day holiday to receive holiday pay. To receive holiday pay for the Christmas/New Year's Break, an employee is required to work a minimum of 40 hours after the holiday break.
4. Essential personnel may be required to work during these holiday periods. Each department head is responsible for determining the necessary work schedule and staffing arrangements.
5. When certain benefits eligible nonexempt (staff) employees are required to work on university holidays, they will be paid at the rate of one and one-half times the normal hourly rate in addition to holiday pay.
6. When exempt staff are required to work on university holidays, they may request other time off as their work schedules and obligations permit. Since exempt staff are expected to work long hours when needed, it is acceptable for department heads to allow some flexibility with their work schedules occasionally. However, please remember that by law and by policy exempt employees are not eligible for overtime pay or compensatory time off.