Each holiday is considered to be a maximum of eight hours for full-time, appointed staff and is prorated by FTE for part-time, appointed staff. Appointed employees must be in Active Status (Employee Status “A” in HRMS) or on a Partial Leave of Absence with a reduced FTE (Employee Status “P” in HRMS) on the day the university observes the holiday to be eligible for the holiday.

*When support and service staff must work on Martin Luther King, Jr. Day or the Friday after Thanksgiving, they receive regular pay plus time off (up to a maximum eight hours) on a mutually agreeable date. Staff do not receive Holiday Incentive Pay (HIP) for working on these holidays. When support and service staff must work on any of the other university observed holidays, they receive payment at a rate of pay equal to one and one-half times the regular rate (Holiday Incentive Pay) plus time off (up to a maximum eight hours) on a mutually agreeable date. Accrued holidays must be used by the end of the last pay period of the following calendar year or they are lost.

**Campus Holiday is a floating holiday, and in order to be eligible for the Campus Holiday, appointed staff employees must be in active or partial-leave status on March 1, 2013 when the Campus Holiday is accrued. The Campus Holiday may be taken on a day of the employee’s choice subject to advance scheduling and approval by the supervisor. Support and service staff who work on Good Friday (which has traditionally been IUPUI’s designated Campus Holiday) will not receive Holiday Incentive Pay.

Employees should be reminded to save PTO or vacation hours (not sick time) to cover office closings between the Christmas and New Year’s holidays. New employees who have not been employed long enough to earn sufficient time off to cover department closings, may borrow against future earnings of PTO or vacation hours.