Regular employees who work a minimum of 20 or more hours per week, for at least 10 months per year, are eligible for holiday pay. Instead of working, you will be paid your regular rate of pay on all observed holidays. Holiday pay is prorated for employees working less than 40 hours per week, based on the number of hours they are scheduled to work per week.

The following holidays are observed:
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- Day Before and After Christmas
- Third Day at Christmas

Holidays that fall on a Saturday are observed the preceding Friday, and holidays that fall on Sunday are observed the following Monday.

If you work a non-standard workweek (such as Tuesday through Saturday or four, 10-hour workdays) and are not scheduled to work on the day that the holiday is observed, you may observe the holiday on another day of your choice, subject to approval by your supervisor. If another day off cannot be granted, then you will be paid the holiday hours at a straight-time rate. Holidays are paid at a maximum of eight hours per holiday, regardless of the non-standard daily work schedule.

**Working on a Holiday**

In certain years, the Biola University academic calendar or an employee's department workload may necessitate that an employee work an observed holiday. If you are a regular, non-exempt (02) employee and are required to work on a holiday, at your department head's discretion, you will receive 1½ times your regular rate per hour for hours actually worked, plus holiday pay, or you will receive your regular rate of pay and be given another day off with pay (substitute holiday), suitable to your supervisor and to you. If you are a regular, exempt (salaried) employee and are required to work a holiday, you will be given another paid day off as scheduled with your supervisor.

Employees with temporary work status and regular employees working less than 20 hours per week or 10 months per year do not receive holidays off with pay. However, should such an employee be required to work on a holiday observed by Biola, the employee will receive holiday pay for the hours actually worked, in addition to regular pay.

An employee who works a partial year or who is on an authorized period of absence without pay is not granted holidays that occur during the time away from work. Holidays occurring during an authorized vacation period do not count as a day of vacation.
Biola retains the privilege to give additional days off with a holiday. A non-exempt (02) employee who works on a bonus day will be given an alternate day off or paid straight time for the work, plus eight hours for the bonus day. An exempt employee (01) who works on a bonus day will be given an alternate day off.