

**Policy 1102
Holidays**

**Date of Current Revision – March 2023
Responsible Officer – Director of Human Resources**

1. PURPOSE

This policy provides the method for determining the holiday schedule for James Madison University each year.

2. AUTHORITY

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The board has delegated the authority to manage the university to the president.

STATE OR FEDERAL STATUTE AND /OR REGULATION

The university is authorized to establish the holiday schedule for its employees each year to correspond with the number of holidays given to all state employees. Also see DHRM Policy [4.25](#) - Holidays and Code of Virginia section 2.2-3300.

3. DEFINITIONS

Designated Employees

Those employees identified by the employing department whose work is essential to university operations and are required to work during periods of authorized closings.

Employee Advisory Committee (EAC)

An advisory committee reporting to the president, established to foster open, honest, and productive communication between employees and the university administration, with an emphasis on matters of concern to all employees.

Holiday

A date on which the university is officially closed for normal business and is designated by the Code of Virginia to be observed as paid time off for full-time employees. For full-time employees, a holiday equals eight hours and a half-day holiday equals four hours.

Leave Year

The leave year runs from January 10 of one calendar year to January 9 of the following calendar year.

Personal Leave Day

Eight hours of personal leave granted to all Administrative & Professional (A&P) faculty and classified staff members on January 10 of every leave year (or the first day of employment for new hires).

4. APPLICABILITY

The holiday schedule is applicable to all members of the university community, except for designated employees, who may be required to perform necessary maintenance and services during times when the university is officially closed.

5. POLICY

The president shall sign into effect each calendar year a schedule of official university holidays.

The schedule shall include New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Thanksgiving, the day after Thanksgiving, and a winter break.

Each leave year, one Personal Leave Day is available to each A&P faculty member and classified staff member.

6. PROCEDURES

6.1 Establishing the university holiday calendar

- a. Each fall, normally by early November, the director of human resources will create a proposal for the university's holidays in the next calendar year.
- b. The director of human resources will forward the proposal to the vice presidents and president for review, edit, and approval.
- c. The university Holiday Schedule and University Closings is posted on the Human Resources [website](#).
- d. If additional holiday hours or days are granted by the governor, the same process will be followed in determining the assignment of those additional hours or days.
- e. If additional recognition leave hours or days are granted by the president of the university, the same process will be followed in determining the assignment of those additional hours or days.

6.2 Personal Leave Day

Each eligible employee must use the Personal Leave Day by January 9 (the end of the Leave Year) or it will be forfeited. The Personal Leave Day must be used in the full eight-hour increment and may not be used in partial increments spread over more than one day. Unused Personal Leave Day hours will not be paid out to an employee upon separation.

6.3 Designated Employees

Designated employees required to work on a university holiday will be given compensatory time by the employee's supervisor in accordance with Policy [1303](#) – Provisions for Granting Overtime and Compensatory Leave.

7. RESPONSIBILITIES

The director of human resources is responsible for the initial proposal of holidays, coordinating the proposal through the above process, and communicating the upcoming Leave Year's

holiday schedule to the university community.

The vice presidents and president are responsible for review, edit, and approval of the proposed holiday schedule.

All departments, offices, and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) – Records Management.

8. SANCTIONS

None.

9. EXCLUSIONS

If the Governor of the Commonwealth declares a state holiday for all state employees, such a declaration will apply to eligible university employees and the director of human resources will take the appropriate steps to notify the university community.

10. INTERPRETATION

The authority to interpret this policy rests with the president and is generally delegated to the director of human resources.

Previous version: November 2020

Approved by the president: May 2002