

Holiday Policy

Hope College officially observes five (5) national holidays each year:

New Year's Day	Memorial Day	Fourth of July
Thanksgiving Day	Christmas Day	

As an additional benefit to you, the College will also grant the following three (3) paid days off:

Day after Thanksgiving	Day before Christmas	Floating Holiday
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NOTE: Labor Day is not considered a paid holiday as classes are in session and all College offices and departments must remain open.

Ordinarily, employees will not be expected to work on a holiday that falls on Monday through Friday. Holidays should be indicated on your time card and the number of hours normally worked that day added into the hours actually worked. Should a holiday fall on Sunday, it will customarily be celebrated on the following Monday. For the purpose of computing holiday compensation, these Mondays will be treated as holidays. When a holiday falls on Saturday, the College will normally designate the Friday before the holiday as a non-work day with pay. Compensation for holidays will be based on your regular hourly rate times the numbers of hours normally worked. Employees required to work on any of the five College paid national holidays will be compensated at twice the regular hourly rate (unless this is overtime work in which case the employee shall receive time and a half for overtime and half time for the holiday work) and will be awarded an equal time off later at regular pay but not to exceed 8 hours. Compensation for the other two holidays will be paid at the normal rate with an equal time off later.

Persons who normally work less than forty hours per week (but meet the 1,365 hour work minimum per benefit year) will be granted holiday compensation based on the number of hours normally worked on the day the holiday is celebrated. If work time varies, then this is defined as the average daily hours worked in the four work weeks prior to the work week in which the holiday occurs. This policy is also in effect for those people who are employed on an academic-year basis only. People employed during the academic year only would, therefore, not be entitled to holiday pay for Memorial Day or the Fourth of July.

Employees on an unpaid leave of absence, worker's compensation or paid disability leave will not be entitled to holiday pay for a holiday that occurs during their leave. In the event that one of the paid holidays occurs during an employee's vacation, the employee will be granted a replacement day of paid vacation.