

POLICY	University Holiday and Winter Break Policy
OVERVIEW	<p>Simmons University offers a competitive paid time off program as part of our total rewards offerings. Each fiscal year, eligible employees are provided a designated number of paid time-off days (for both recognized holidays and a winter break period), when the institution is closed.</p> <p>The holiday and winter break schedule is determined each year once the Academic Calendar is known. The schedule is approved and published every spring for the upcoming fiscal year.</p>
PRACTICE	<p>Generally, the University seeks to observe the following holidays each fiscal year: New Year’s Day, Martin Luther King, Jr., Day, Presidents' Day, Patriot’s Day, Memorial Day, Independence Day, Labor Day, Indigenous Peoples' Day, Veteran’s Day, Thanksgiving and the day after, and Christmas Day.</p> <p>The determination of which holidays are formally observed by the University, whether or not days before and/or after the holiday are observed, or if floating holidays will apply, is subject to change each fiscal year. This decision is in consideration of Simmons’s Academic Calendar (as approved by the Registrar, Provost, Faculty Senate, and President). The alignment of the Academic Calendar and the University’s Holiday and Winter Break schedule ensures adequate staffing in support of student needs and those of the institution.</p> <p>Floating holidays may be granted if the Academic Calendar states that the University needs to be open for classes on a holiday which the University generally observes. Floating holidays provide eligible employees a paid day(s), taken at a time chosen by the employee and approved by the manager. Eligible employees may elect to use a floating holiday (if approved) on the actual day of the holiday or at any time after that day, within the fiscal year.</p> <p>In addition to observed holidays, Simmons commonly closes, in whole or in part, for winter break between Christmas Day and New Year’s Day. There are also occasions when the University may be closed for the day, close early or delay the start of business for other reasons such as inclement weather or emergencies by decision of the President or designees.</p> <p>Unplanned University closings will be communicated, as needed by the designated Office responsible for such decisions.</p> <p>During times when the University is closed (whether planned or unplanned), including holidays and winter break, there are some offices or schools that must remain open. Your manager will provide you with specific information</p>

about your department's coverage needs, business hours, and what, if any, impact the University closing has on your pay or work schedule.

Employees who wish to observe a religious holiday which is not recognized by Simmons, may use accrued and unused vacation time, floating holidays (if available), unpaid time off, or a combination thereof. As a reminder, any time-off requests are subject to manager review and approval, in advance of taking the time.

Regular **full-time** and **part-time** benefits-eligible employees, depending on their regular work schedule, are eligible to be paid for holidays and during times when the University is closed.

Benefits-eligible employees on a leave of absence do not receive pay for holidays or closings that occur during their unpaid leave period.

If you are a regular **part-time**, benefits-eligible employee, your eligibility to be paid for holidays, as well as for times when the University is closed depends on your regular work schedule. Your pay would be pro-rated as described below:

- If a holiday/closed day falls on one of your regularly scheduled workdays, you will be paid in the amount that you would have received if you had worked a regular day. For example, if you were regularly scheduled to work 5 hours, you would receive 5 hours pay for that day.
- If a holiday/closed day falls on one of the days you are not scheduled to work, you will not be paid. For example, if a holiday falls on a Monday, and your regularly scheduled work days are Tuesday, Wednesday, and Thursday, you will not receive pay for that holiday/closed day.

For additional information on pay practices for non-exempt staff, please refer to Time Away from Work section of the Employee Handbook, "Non-Exempt Staff and Holiday/Closed Day Work."

Union-affiliated employees should refer to their collective bargaining agreement.

Floating holidays, if granted, must be taken in the fiscal year in which they are given. Benefits-eligible employees hired before the specified floating holiday(s), if granted, will be eligible for the floating holiday(s). Employees hired after the specified floating holiday(s) will not be eligible for the floating holiday(s). Under no circumstances will these days be carried over to the next fiscal year, nor may any holiday or floating holiday be cashed out if not taken

	or paid upon termination of employment. Floating holidays must be requested by the employee and approved in advance by the manager.
ADDITIONAL REFERENCES	<u>Fiscal Year Holiday and Winter Break Schedule</u>
DISCLAIMER	In the event, any information contained in this document conflicts with applicable state or federal law, the law will always govern. In addition, should this policy reference a specific Plan document, the plan document will govern for all rules, terms and conditions, and will supersede the information contained herein.
POLICY EFFECTIVE DATE	March 2021
POLICY OWNER	Human Resources, hr@simmons.edu