University Holidays and Breaks

Introduction

Suffolk University celebrates certain holidays and designates breaks each year. On holidays and breaks most of Suffolk University will be closed though some staff may be required to work to meet their department’s operational needs.

Definitions

Full-time Staff: For the purposes of this policy, staff who have standard hours of 35 or more per week.

Part-time Staff: For the purposes of this policy, staff who have at least 17 ½ standard hours but less than 35 hours per week.

Fair Labor Standards Act (FLSA): The federal law that establishes national minimum wage, overtime pay standards, child labor laws, and employer record-keeping requirements for pay and time worked.

Non-exempt Staff: An employee covered by all provisions of the FLSA. A non-exempt worker must be paid for all time worked in a week and must be paid time and one half for all time worked over 40 hours in a week.

Exempt Staff: An employee who is not covered, in terms of time worked and time paid by the FLSA, and is therefore not entitled to overtime pay. A worker may be considered exempt based on the work performed and must receive a regular salary of at least $23,600 per year (or $455 per week).

Holidays

Suffolk University observes the following holidays:

- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Patriots’ Day
- Memorial Day
- Independence Day
- Labor Day
- Fall Holiday
- Veteran’s Day
- Thanksgiving
- Christmas
If you are full-time, you will receive seven (7) hours of holiday pay. If you are part-time, you will receive pro-rated holiday pay. Temporary and intermittent/seasonal employees are not eligible for holiday pay.

**Breaks**

The University celebrates **Thanksgiving Break** by closing from the Wednesday before Thanksgiving through the Friday after Thanksgiving.

The University celebrates **Winter Break** by closing, at a minimum, from December 24 to January 1. The actual dates of winter break may be slightly longer depending on the day of the week Christmas and New Year’s Day occur.

**Work on Holidays and Breaks**

If you are a non-exempt employee and are required to work on a holiday you will be paid for the holiday and will also be paid 1 ½ your regular rate of pay for all time actually worked.

If you are a non-exempt employee and are required to work during Thanksgiving or Winter Breaks, you will be paid for all hours worked in addition to Thanksgiving/Winter Break pay.

If you are an exempt employee and are required to work on a holiday or during Thanksgiving or Winter Breaks you may make arrangements with your manager for time off at a future date.

**Pay for Holidays and Breaks**

In order to receive holiday, Thanksgiving break or winter break pay, you must be in regular status. You will not receive holiday or break pay if you are receiving Extended Illness benefits or are on any type of unpaid leave of absence on the last regularly scheduled working day preceding the holiday or break and the first regularly scheduled day following the holiday or break.

**Religious Holidays**

You may request time off to observe a religious holiday that is not recognized by the University. You may use vacation time or take the religious holiday without pay. Your request for time off to observe a religious holiday will not be unreasonably denied.