

## HOLIDAY PAY AT EWU

### Exempt Employees – Not Eligible for Overtime *Employees not represented by a union*

EWU observes 11 paid holidays per calendar year: <https://inside.ewu.edu/hr/leave-and-time-off/>

Employees are eligible for holiday pay if they are in paid status on their regular, scheduled workday preceding the holiday.

#### **Holidays**

- Exempt employees who hold appointments for twelve months per year are entitled to eleven paid holidays per year. Full time employees will receive eight (8) hours of pay at their straight time rate for each holiday.
- Exempt employees employed for less than twelve months will be entitled to the holidays that fall during their employment period.
- Holidays falling on a Saturday are observed on the preceding Friday, while those falling on a Sunday are observed on the following Monday.
- Exempt employees are also eligible for one paid personal holiday per calendar year.
- Employees may also be able to take up to two unpaid holidays per calendar year for reasons of Faith or Conscience. This would be coded as *Faith or Conscience Holiday* on the timesheet.