Revised: **July 1, 2026**

POLICY

EMPLOYMENT

Employee Handbook – Section 307 Holidays

RESPONSIBLE OFFICE

Human Resources

307 Holidays

307.1 Definition

Holiday Leave provides employees with authorized paid absences from work for the purpose of observing designated holidays. Boston University observes the following thirteen (13) holidays:

1.	New Year's Day

2.	Martin Luther King Jr. Day
3.	President’s Day
4.	Patriots’ Day
5.	Memorial Day
6.	Juneteenth
7.	Independence Day
8.	Labor Day
9.	Indigenous Peoples’ Day
10.	Veterans Day
11.	Thanksgiving Day
12.	Friday after Thanksgiving
13.	Christmas Day

The specific dates on which the holidays will be observed are published each?year in the University’s official Schedule of Holidays and Intersession Days.

307.2 Eligibility

All regular, full-time employees and regular, part-time employees are eligible?upon hire for Holiday Leave.

307.3 Compensation and Benefits

When a holiday observance falls on an employee’s regularly scheduled?workday and the employee does not work on that day, eligible employees will be?paid for the holiday at the

employee’s regular rate of pay. Employees will not be?paid when a holiday observance falls on the employee’s scheduled day off, and?they do not work on that day.

Employees must work both the last scheduled workday preceding a holiday?observance and the first scheduled workday following the holiday observance to?be eligible for Holiday Leave unless they are on an authorized paid absence (e.g., Sick Leave and?Vacation Leave) for? those days or otherwise required by law.

Employees who are on an unpaid absence from the University are not?eligible for Holiday Leave, unless otherwise required by law.

Non-exempt employees who are required to work on a regularly scheduled?University holiday shall be paid at the employee’s regular straight-time pay for?that day. In addition, they shall receive time-and-one-half (1-1/2) pay for all?hours actually worked on that holiday or, alternatively, they may elect?compensatory time off, calculated at regular straight-time rates, in the amount of?one-and-one-half (1-1/2) hours off for each hour actually worked.

Exempt employees who are required to work on the day of an observed?holiday will be eligible for Compensatory Time Off.

Employees may be granted approved time off from work to observe their religious holidays which do not coincide with the holidays that are officially observed by Boston University. Employees who need a reasonable accommodation related to religious holidays should contact Human Resources. In addition, employees should notify their immediate supervisor at least one (1) week in advance of the desired time off.

Paid holidays off are not counted as hours worked for purposes of calculating overtime.

END OF POLICY TEXT

Additional Resources Regarding This Policy

Related Policies and Procedures

- Employee Handbook Policies Manual (staff)
- Faculty Handbook (faculty)

Related BU Websites

- Human Resources
  - Manager Resources - HR Website

History

- This Policy was updated on May 13, 2021 to reflect the addition of Juneteenth to the Holiday calendar, as well as to rename the holiday that we traditionally celebrate in October as Indigenous Peoples' Day. See the May 13, 2021 BU Today Article "*BU Adds Juneteenth as an Annual Holiday in University Calendar Antiracist Makeover; And Columbus Day will be renamed Indigenous Peoples' Day*" for more information on these changes.
- This Policy was further revised and changed from **308 Holidays** to **307 Holidays** on July 1, 2026.

THIS POLICY IS PART OF THE EMPLOYEE HANDBOOK AND POLICIES MANUAL , AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

Categories: Employee Handbook and Policies Manual, Employment, Faculty, Non-Represented Staff Keywords: absence, allow, authorize, BU calendar, BU holiday calendar, calendar, Employee Handbook, holiday, holiday leave, holidays, Indigenous People,

Indigenous Peoples’ Day, juneteenth