

STOCKTON UNIVERSITY



POLICY

Holidays

Policy Administrator: Associate Vice President for Human Resources

Authority: N.J.S.A. 18A:64-6; N.J.A.C. 4A:6-2.4

Effective Date: September 17, 2009; August 11, 2010; February 16, 2011; July 6, 2011; September 26, 2018; December 7, 2022

Index Cross-References: Policy VI-23 Managerial Hours of Work; Procedure 6116 Overtime

Policy File Number: VI-11

Approved By: Board of Trustees

Legal holidays observed by the State of New Jersey may be found on the Office of Human Resources website. If a State holiday falls on a Sunday, the holiday will be observed on the following Monday. If the State holiday falls on a Saturday, the holiday will be observed on the preceding Friday.

There may be occasions when the Governor declares a special day off for State employees. These will be announced along with appropriate details.

Unless modified by a collective bargaining agreement, employees with a fixed work week who work on a legal, or special day off, will earn overtime/compensation time at the rate of time-and-one-half for such work. This compensation is in addition to the normal credit due to the employee for the holiday. Managers and staff with an "NL" work week designation are eligible for hour-for-hour compensatory time in addition to the normal credit for working on Presidents' Day; Good Friday; Columbus/Indigenous Peoples' Day; Election Day; and Veterans Day..

No compensatory time or overtime may be earned without prior approval of the Divisional Executive or their designee based on operational need. "NL" employees and managers do not earn compensatory time for hours worked outside of their regularly scheduled workweek except for unusual circumstances including, but not limited to, emergencies, critical events or programs, one-time special projects, and/or key initiatives as determined by the Divisional Executive or their designee.

Review History:

	Date
Policy Administrator	08/30/2022
Divisional Executive	08/30/2022
General Counsel	08/30/2022
Cabinet	09/08/2022
President	09/08/2022
Board of Trustees	12/07/2022