



**POLICY RESOURCES**

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services  
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Applies to:	<b>Marshall University Research Corporation (MURC)</b>
Title:	<b>Benefits – Holidays</b>
Number:	<b>25</b>
Effective Date:	<b>10/01/06</b>
Last Revision Date:	

Marshall University Research Corporation (MURC) provides a set of standard holidays to all employees. Unless notified otherwise, MURC observes the same holiday schedule as Marshall University. MURC employees may consult the holiday schedule on the MURC HR portal at Human Resource Services (<http://www.marshall.edu/human-resources/murc/>), click Benefits. The schedules are published prior to the start of each fiscal year.

Certain holidays may be observed at dates different than their traditional date of observance. Examples include such holidays as those provided during the week between Christmas and New Year’s Day.

MURC will grant *paid* holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee’s straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Employees in the following employment categories are eligible for holidays:

- Full-Time
- Part-Time A

See MURC human resources policy and procedure 3, Employment Categories, for an explanation of the categories.

If a recognized holiday falls during an eligible employee’s paid absence (e.g. - vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible employee works on a recognized holiday, he/she will receive holiday pay plus wages at his/her straight time rate for the hours worked on the holiday.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.