TCP: HOLIDAYS/CLOSURES

MU Holiday Overview

- Holidays observed by Marshall University can be found here: https://www.marshall.edu/human-resources/benefits/holiday-schedules/

- Naming of holidays is in accordance with West Virginia State Code Section 2-2- https://code.wvlegislature.gov/?q=all&s=holidays

MU Holiday Overview cont.

- Juneteenth is a national holiday but is currently not recognized as one of our approved/observed “State” holidays.



Until a proclamation is received stating a holiday is to be observed, the university will remain open. This notification will be released by the university communication department.

THANKSGIVING

- The university is only closed, this includes offices, on Thursday and Friday for Thanksgiving, not on Wednesdays.
- For any leave-eligible employee taking time off the week of Thanksgiving, only time taken off on Monday, Tuesday, and Wednesday, would leave need to then be utilized.
- Any offices closed on Thursday and Friday, will be paid as “holiday pay”. No leave should be used on those days as those are the recognized Holidays.

CHRISTMAS

- Marshall University observes Christmas as December 23 – January 1 which does not include weekends.
- Any SOM clinics/offices that are open on December 24 where an employee elects to take off that day, would leave need to be used.
- Any F2 faculty/doctors (SOM) are required to use leave for any days that the university is closed only if their office/clinic is open even if the day is a university holiday.

GOVERNOR'S PROCLAMATION

- If the governor announces a ½ day closure, employees are required to work ½ of a 7.5 hour day or 3.75 hours.
- "Hourly" Employees are paid for "all" hours worked, in the event they as required to work more than 3.75 hours on the early closure.
- Employees will be required to either utilize 3.75 hours of leave or work 3.75 hours. Advance arrangements may need to be made on a department level to determine their start time.
- If a department would like its employees to leave the workplace at exactly 12:00pm, then arrangements should be made to have "all" full-time employees start their shift at or before 8:15am.

GOVERNOR'S PROCLAMATION cont.

- If a proclamation is granted, payroll will add the half day hours (of 3.75) if non-exempt/ hourly.
- Any already approved requests will be adjusted in TCP manually by HR. However, any pending requests should proactively be adjusted to 3.75 hours.
- Any School of Medicine clinics open all day, regardless if there is a proclamation (for F2s/doctors) will need to use leave for the full day if not working.
- MU already has two built in half-day holidays into our Holiday Schedule based on precedent set by the division of personnel and WV State code section 2-2-1 (When Christmas Day and New Year's Day fall on a Tuesday through Friday, these are preceded by a half-day each of holidays. Marshall University observes these two half-days as one whole day off.) When the Governor makes an announcement that provides a full day on Christmas and New Years eve, it's with the understanding that agencies have already scheduled off a half-day for each of these days. This does not grant us any additional days. Our schedule reflects that we are off "all" day on Christmas Eve and New Years Eve. Those pre-set "half-day" holidays have now been repurposed to give us another "full day" off possibly in January.

ADDITIONAL INFO: LINKS

- https://code.wvlegislature.gov/2/