



Holiday Pay Eligibility

Please distribute this information among your staff as appropriate.

Eligibility

An employee must be in a budgeted position for 50 percent or more for at least four and one-half months to be eligible for holiday pay. Student employees are not entitled to holiday pay.

Holiday Pay

To be paid for a holiday, an employee must work or be in a paid leave status at least part of the day

- (a) on the workday immediately before and after a holiday that falls midmonth (other than the first or last workday of the month);
- (b) on the workday immediately after a holiday if the holiday falls on the first workday of a month; or
- (c) on the workday immediately before a holiday if the holiday falls on the last workday of a month.

Example 1: If the holiday falls midmonth (after the first workday of the month and before the last workday of the month), an employee must be in a paid status at least part of his or her last regularly scheduled workday immediately before the holiday and at least part of his or her first regularly scheduled workday immediately after the holiday to receive holiday pay. For example, if Independence Day is a holiday, an employee will be paid for the holiday if he or she is in a paid status on the first workday before and the first workday after Independence Day.

Example 2: If the holiday falls on the day that would have been the first workday of the month, an employee must be in a paid status at least part of his or her first regularly scheduled workday immediately after the holiday to receive holiday pay. For example, if January 1st is a

holiday, an employee will be paid for the holiday if he or she is in a paid status on the first workday after January 1st .

Example 3: If a holiday falls on the day that would have been the last workday of the month, an employee must be in a paid status at least part of his or her last regularly scheduled workday immediately before the holiday to receive holiday pay. For example, for the winter holiday which typically begins in December and lasts into January, an employee will be paid for the December portion of the holiday period if he or she is in a paid status on the last workday before the holiday period begins.

System Holidays: <https://policies.tamus.edu/31-04-01.pdf>

For questions, please contact: Doris Tykal at dmtyal@ag.tamu.edu or (979) 845-2361

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