

## Policy Statement

This policy outlines the paid holiday time-off benefits Carnegie Mellon University (CMU) offers to eligible staff members.

University resources referred to in this policy are linked in the [Related Resources](#) section at the end of this document.

## Scope

This policy applies to the following full-time staff:

- Staff-regular
- Staff-fixed-term with appointments of four months or more

This policy does not apply to staff covered by a collective bargaining unit. Staff members covered by a collective bargaining unit should refer to the paid holiday (observed and floating) benefits prescribed in their respective bargaining agreement.

## Definitions

Definitions can be found in the [HR Glossary of Terms \[pdf\]](#).

## Procedures

### Observed Holidays

1. Carnegie Mellon University's U.S. campuses observe 11 official holidays. (See Table 1 below.) The university is closed on these days, and non-essential personnel are not expected to report to work. CMU's international locations may observe different holidays.

Table 1: Official Holidays Observed on CMU's U.S. Campuses	
Official Holiday	Date Observed
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving Day	4th Thursday in November
Day After Thanksgiving	4th Friday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31
New Year's Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
Memorial Day	Last Monday in May
Juneteenth	June 19

2. Observance

- a. When a holiday falls on a Saturday, it is observed on the preceding day.
- b. When the preceding day is also a holiday, both holidays are observed on preceding days.
- c. When a holiday falls on a Sunday, it is observed on the following work day.

3. Eligibility for Paid Holiday Benefits

- a. Paid holiday benefits begin with the first day of employment for eligible staff members.
- b. Staff members are not eligible to receive holiday pay for any holidays that occur during a leave of absence.
- c. When a staff member's last day of work precedes a holiday, they are not eligible for holiday pay.

## Floating Holidays

1. In addition to the observed holidays listed in Table 1 above, CMU staff members are eligible for up to three additional paid "floating holidays" during the calendar year. Eligibility is prorated for new employees. (See Table 2 below.)
2. Floating holidays can be taken at the staff member's choosing with approval by their immediate supervisor and in accordance with their department's policy on floating holidays<sup>1</sup>.
3. Floating Holiday Proration Schedule for New Staff
  - a. For new staff members, the number of floating holidays you are eligible for is prorated based on date of hire. See Table 2 below for the proration schedule.

<b>Table 2: Floating Holiday Eligibility</b>	
<b>Full-time staff member beginning employment on or before:</b>	<b>Floating Holiday Eligibility</b>
April 30	Three Floating Holidays
August 31	Two Floating Holidays
October 31	One Floating Holiday
On or after November 1	Not eligible during first calendar year of employment

4. Unused floating holidays do not carry forward to the next calendar year.
5. Carnegie Mellon University does not pay out for unused floating holidays when a staff member separates from employment.

<sup>1</sup> For staff members in California, the use of floating holidays is restricted and may only be taken to observe a religious or federal holiday not observed as an official university holiday, to support child care needs during school closures or breaks, or to celebrate a day of personal significance such as the staff member's birthday, a family member's birthday, or a relationship anniversary. Floating holidays may also be used contiguous to an official university holiday or scheduled PTO time, or any of the days noted above.

6. Floating holidays cannot be used on the last day of employment.
7. Floating holiday benefits may vary for international staff members. Staff in non-U.S. locations should refer to the Staff Handbook for their respective work location for more information.

## **Responsibilities**

The Office of Human Resources (OHR) is responsible for announcing the annual university holiday schedule. The holiday schedule is posted to the [OHR Benefits website](#).

## **Related Resources**

[HR Glossary of Terms \[pdf\]](#)

[HR Business Partner Directory](#)

[Carnegie Mellon University Staff Handbook: A Human Resources Guide \[pdf\]](#)

[Carnegie Mellon University in California Staff Handbook \[pdf\]](#)