

PERSONAL HOLIDAY

Policy and Procedures

Chapman University is deeply committed to enriching diversity and inclusion through ongoing efforts to cultivate a welcoming campus climate for employees of the Chapman community. In support of these efforts, Chapman provides a personal holiday as part of the annual holiday schedule for eligible Staff and Administrators.

The purpose of the personal holiday is to celebrate an event meaningful to the employee, such as a religious holiday, special observance, birthday, wedding anniversary, etc. This can be scheduled in a manner similar to a vacation day, with the approval of the employee's supervisor. Newly hired regular status employees are immediately eligible for the personal holiday; there is no waiting period for eligibility.

One personal holiday will be available for use each calendar year. The personal holiday can be taken anytime during the calendar year, January through December. The personal holiday must be used as a full day, not spread over partial days.

The personal holiday must be taken no later than the end of each calendar year. If the personal holiday has been used by December 31, a new personal holiday will be available as of January 1 the following year. If it is not used by December 31, it is not lost, but is carried over to the following year for use during the next calendar year. The maximum number of personal holidays per calendar year is capped at one (1). The balance and usage of the personal holiday will be displayed on the employee's pay notice.

If the personal holiday is not used before separation of employment, the departing employee will be paid off for the personal holiday, similar to the payout of the unused vacation accrual balance.

Employees who are regularly scheduled to work full time will receive 8 hours of personal holiday. Part-time employees will receive a prorated holiday of 6 or 4 hours, based on their regular work schedule.

In keeping with the Holiday Policy, eligible employees include regular status employees with a regular schedule of 20 to 40 hours per week. Temporary employees, student employees and employees scheduled to work less than 20 hours per week are not eligible for paid holidays.