

Holiday, Closure, and Timekeeping Policies

Presented by Human Resources



Understanding Holidays, Closures, and Timekeeping at UNM

Purpose:

This brief training module provides a high-level overview of how University policies regarding holidays and inclement weather or closures affect timekeeping for staff employees.

You'll review key points from:

- [UAP 3405 – Holidays](#)
- [UAP 3435 – Inclement Weather](#)
- [UAP 3300 – Paid Time](#)

For the follow slides refer to the appropriate bargaining agreement for union covered staff for any differences.

- [CWA](#)
- [USUNM](#)
- [POA](#)

Holiday Pay Eligibility

- Regular staff working 20+ hours/week are eligible for paid holidays.
- Must be in paid status the workday before and after the holiday to receive holiday pay (this can include sick/annual leave).
- For employees on shift work, the holiday begins with the start of their shift on the holiday.

Working on a Holiday

- Nonexempt employees: Paid 1.5x for hours worked plus equivalent holiday leave at straight time.
 - Holiday leave must be used on an alternate date within 90 days or paid out. Alternate dates are typically the first day preceding or following the holiday.
- Exempt staff working on a holiday may take an alternate day off at supervisor discretion.
- On-call work on holidays must be approved in advance or requested by the supervisor.
- Note: UKG will auto-populate holiday for eligible employees but PT staff need to be prorated manually.



University Closures & Delays (Inclement Weather)

- Declared only by the **University President** for the Albuquerque campus or Chancellors for Branch Campuses.

- Leave Eligible Non-critical staff:**

- Receive **paid administrative leave** for closures and delays input as Other Paid Leave.
- Not expected to work unless instructed otherwise.

- Closures and Delays Policy**

- Applies to all employees, including **remote workers**.
- Employees should **not be required to work** during a closure or delay.
- If an employee **chooses to work**:
 - Exempt employees**: No extra compensation beyond regular salary.
 - Non-exempt employees**: Must have **supervisor approval**. They will be paid for hours worked but **do not receive comp time**, as work is not required.

University Closures & Delays (Inclement Weather)

- **Critical staff** (e.g., Patient care, Facilities, Police, Housing):
 - Are identified/notified ahead of time.
 - Expected to report as usual during closures.
 - Earn **straight-time compensatory time off** for hours worked in addition to their regular pay if they are non-exempt.
- Note POA have different holiday/closure pay practices outlined in their CBA.

Timekeeping Expectations

Additional Considerations:

- Holiday time counts towards Overtime calculations for the workweek.
- At no time will non-exempt employees receive greater than eight (8) hours of holiday pay, regardless of schedule. In addition, holiday pay may not exceed forty (40) hours within a work week (such as during winter break).
- All hours worked during holidays or closures must be **accurately reported**.

Review

- **You've completed the Holiday and Closure Timekeeping Overview.**
- Ensure your time entries reflect:
 - Actual hours worked
 - Correct leave types and codes
 - Policy-aligned reporting for holidays and closures
- If you have questions about time reporting, contact:
Your Supervisor or Timekeeper/Org Manager
Refer to official policies at policy.unm.edu





Questions?

Contact clientsv@unm.edu