

MISSOURI SOUTHERN STATE UNIVERSITY POLICY	
Name of Policy:	Leave Benefits – Holidays
Date of Last Revision:	May 2025
Policy Owner	Human Resources
Handbook	Employee

HOLIDAYS

All full-time employees are eligible for leave benefits as outlined below. Part-time employees in eligible positions authorized at a 50% Full Time Equivalent (FTE) level or more earn holiday, vacation, sick, and bereavement leave based upon their authorized position. For example, a person in a position authorized at a .50 FTE level would earn 50% of the full-time leave accruals; a .75 FTE position would earn leave accruals at a 75% level, etc.

Employees in non-benefit eligible positions (Interns, student workers, seasonal employees) do not receive holiday, vacation, sick, bereavement or weather closing pay benefits. If they have been authorized to physically work on a holiday or during a campus closing, they will be paid for their work time at the applicable rate.

The University normally observes the following fifteen (15) paid holidays. All employees except those engaged in continuous operations, such as Physical Plant maintenance and University Police, shall be excused from work when these holidays are observed.

New Year's Day

Martin Luther King Jr. Day

Memorial Day

Juneteenth

Independence Day

Labor Day

The Day before Thanksgiving, Thanksgiving Day, and the day after Thanksgiving Christmas Day and five additional days between Christmas and New Year's Day

Classified staff employees required to work on a university-observed holiday will be paid at their regular rate of pay for actual hours worked plus the standard number of hours of holiday pay at their regular rate.