

UAM OPERATING PROCEDURE 405.4
RE: Holiday Comp Time

February 9, 2000
Revised: July 1, 2011
Revised: May 21, 2019

The following policy addresses holiday comp time for both classified and non-classified employees.

All “regular salaried” employees are eligible to receive holiday pay only if they are in a pay status appointment on their last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.

Employees who are required to work on Board designated holidays contained in UA System Policy 435.1 will not receive time and one-half pay. They will be entitled to equivalent holiday comp time at times, which are mutually acceptable to the employee and the University.

The University of Arkansas at Monticello will pay employees for accrued comp time in the form of compensatory time off. Cash payments will not be made other than in strict accordance with UA System Policy 440.8. Each employee’s supervisor is responsible for scheduling and managing compensatory time off to minimize an employee’s accrued comp time balance.