

# Administrative Policy Statement

45.3

## Holiday Policy for Classified Non-Union, Contract-Classified, and Professional Staff

(Approved by the Executive Vice President by authority of Administrative Order No. 9)

**RESCINDED 8-28-2024**

### 1. Policy

All University of Washington regular monthly-paid employees working 20 hours or more per week are covered by the state of Washington's legal holidays (per [RCW 1.16.050](#)). Part-time employees (employees who work at least 20 hours per week but less than 40 hours per week) receive holiday benefits on a *pro rata* basis.

Each WPRB-classified, contract-classified, and professional staff employee who has been continuously employed for more than four calendar months receives one "personal" holiday per calendar year. However, professional staff and other nonclassified employees holding appointment service periods of less than 12 consecutive months are not eligible for the personal holiday.

### 2. Holiday Schedule

View the [University of Washington holiday schedule](#).

### 3. Additional Information

Contact the appropriate Human Resources Service Team Member listed on the [Human Resources Service Team Assignments](#) web page.

*December 1999; October 21, 2002.*