



The American University of Kurdistan Policy of Holidays and Campus Closure

Policy Number: HR013
Effective Date: November 13, 2022

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I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** The purpose of this policy is to outline the days the American University of Kurdistan acknowledges as holidays and provide relevant guidelines for both holiday pay & campus closure.
- c. **Scope:** This policy applies to all AUK students and employees.

II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Vice President of Administration and Finance
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of HR
- d. **Policy Contact:** Director of HR

III. POLICY STATEMENT

This Policy explains the procedure of Holidays granted by AUK to all its students and employees. Having this policy is a vital way to stay competitive in today's labor market. It takes a broad, thoughtful approach to building a culture that preserves work-life balance and keeps employees motivated and engaged.

It is important that the Academic Calendar is maintained, holidays are considered off-days for all employees. If a holiday falls on a day when the University is closed, then AUK may observe the holiday on the next available work day. If a holiday falls on a Saturday for example, the next available work day could be designated as a holiday. The Administration is in charge of notifying employees and updating the community via email.

IV. POLICY PRINCIPLES

The following days are observed to be official Holidays at AUK:

Holiday	No. Days	Type
Islamic New Year	1 Day	National Holiday
Prophet Mohammed's Birthday	1 Day	National Holiday
Iraq's Independence Day	1 Day	National Holiday
Winter Break	According to the Academic Calendar	National Holiday
Granting Autonomy to Kurds	1 Day	Regional Holiday
Mustafa Barzani's Birthday	1 Day	Regional Holiday
Newroz (Kurdish New Year)	5 Days	Regional Holiday
Labor Day	1 Day	National Holiday
Eid Al-Fitr	3 Days	National Holiday
Eid Al- Adha	4 Days	National Holiday

V. POLICY PROCEDURES

1. Holiday Procedure

- The Office of Human Resources will work with the Admissions and Registration Office in the drafting of the academic calendar. This will include establishing the Holiday Calendar for the upcoming academic year.
- The proposed holiday calendar will be reviewed, edited, and approved by the University Cabinet.
- The Office of Human Resources informs the faculty, staff, and students about the upcoming year's holiday schedule
- The AUK Calendar and Holiday Schedule will be posted on the Human Resources webpage as well as the tab designated for the Academic Calendar.
- If additional holiday hours or days are granted by the government, the same process will be followed in determining the assignment of those additional hours or days.

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- If additional holiday hours or days are granted by the President of the University, then the same process will be followed in determining the assignment of those additional hours or days.

2. Working on Holidays

- Employees who are expected to work on a holiday will be notified at least one week in advance.
- Employees who are unable to rest on a holiday owing to university obligations will be permitted to take another day off on a date that their line supervisors approve.

3. Holiday pay when employees are on leave

- If an employee is on unpaid leave for any reason, and that leave includes a Holiday, then they will not be compensated for that holiday.
- Mechanisms will be in place to count the number of hours employees work on a holiday when determining their eligibility for overtime compensation. (See HR014 – Overtime Policy)

4. Campus Closure due to weather and other regional challenges

- In the event of a campus closure due to severe weather, AUK will cancel classes and close all on-campus administrative operations.
- The decision of campus closure will be made by the President in consultation with the Director of Campus Services and the Vice-Presidents. The decision will be communicated to the campus community via email by 07:30 am.
- When a class cancellation is issued, all in-person and remote (synchronous) classes are canceled for the day.
- When an administrative closure is issued, administrative functions of the campus are closed, which may include campus events, facilities and venues. Essential services, unless otherwise noted, will continue to operate.
- Administrative closures with course cancellations may be rare but may be issued during weekends or academic breaks when there are no regularly scheduled classes

The AUK adheres to the principles of non-discrimination based on religious beliefs and will assist employees who choose to take recognized religious holidays in addition to the state and national holidays listed. Such leave is paid and must not be deducted from the Annual Leave Balance of the employee. HR will provide permission and make preparations for such leave, and employees are always invited to seek advice on what options are available to meet their needs.

a. **POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** November 13, 2022
- c. **Revised:** October 23, 2023