

<b>SUBJECT:</b>  University Holidays	<b>Effective Date:</b> 12-1-04	<b>Policy Number:</b> 2-002	
	<b>Supersedes:</b>	<b>Page</b> 1	<b>Of</b> 2
	<b>Responsible Authority:</b> President		

**APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all regular employees and all departments, units, or divisions of the university.

**GENERAL POLICY:**

It is the policy of the University of Central Florida to recognize specified days as university holidays.

**DEFINITIONS:**

**Regular Employee.** Any person employed by the university in a regular, benefits-earning position. This definition includes part-time personnel who work at least half-time on continuing appointments.

**POLICY STATEMENT:**

The following are the university's holidays:

New Year's Day—January 1  
 Martin Luther King, Jr., birthday – third Monday in January  
 Memorial Day—last Monday in May  
 Independence Day—July 4  
 Labor Day—first Monday in September  
 Veterans Day—November 11  
 Thanksgiving Day—Fourth Thursday in November  
 day after Thanksgiving Day—Fourth Friday in November  
 Christmas Day—December 25

PROCEDURES:

- A. In the event a designated holiday falls on a Saturday, the university will observe the holiday on the preceding Friday. In the event a designated holiday falls on a Sunday, the university will observe the holiday on the following Monday.
- B. A regular part-time employee who works at least half-time is entitled to observe the same holidays as regular full-time employees. However, the holiday pay for part-time employees shall be paid proportionate to the time in pay status. For example, a part-time employee who is regularly scheduled to work twenty hours per week would receive four hours of pay for the holiday. For employees assigned to non-traditional work schedules, holiday celebration dates shall be approved by the director of Human Resources or designee. Any employee not on contract when a holiday occurs will not be paid for that holiday.
- C. The director of Human Resources or designee shall make final determinations as to interpretation and implementation of this policy.

CONTACTS:

UCF Office of Human Resources, 12565 Research Parkway, Orlando, FL 32826-2912.  
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INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 2-002	
Initiating Authority: <u>Will Donen</u>	Date: <u>2/3/05</u>
Policies and Procedures Review Committee Chair: <u>Beth Barnes</u>	Date: <u>Jan 28, 2005</u>
President or Designee: <u>J. Hill</u>	Date: <u>2/3/05</u>