

SUBJECT: University Holidays	Effective Date: 12-20-2013	Policy Number: 2-002.2	
	Supersedes: 2-002.1	Page 1	Of 2
	Responsible Authority: President		

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: 12-01-2004

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 status position in the faculty, USPS, or A&P pay plans. This definition includes personnel who work at least half-time on continuing appointments and excludes OPS personnel.

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 these employees shall be paid proportionate to the time in pay status. For example, an employee whose regular schedule is 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 Chief Human Resources Officer or designee. Any employee not on contract when a holiday occurs will not be paid for that holiday.
- C. The Chief Human Resources Officer or designee shall make final determinations as to interpretation and implementation of this policy.

CONTACTS

UCF Office of Human Resources, 3280 Progress Drive, Suite 100, Orlando, FL 32826-3229. Phone: (407) 823-2771.

INITIATING AUTHORITY

Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 2-002.2	
Initiating Authority: <u>Will F. Menke</u>	Date: <u>12-20-13</u>
Policies and Procedures Review Committee Chair: <u>Donald Bishop</u>	Date: <u>12/20/2013</u>
President or Designee: <u>John C. Hill</u>	Date: <u>12/20/13</u>

History: 2-002, 2-002.1