



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: University Holidays	Effective Date: 7/11/2019	Policy Number: 2-002.3
	Supersedes: 2-002.2	Page Of 1 3
	Responsible Authority: Associate Vice President and Chief Human Resources Officer	

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 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. Employees assigned to non-traditional work schedules, regardless of the days or hours which constitute their workweek, are eligible for a maximum of eight hours of holiday pay (or prorated based on a reduced FTE full-time equivalent). To be eligible for holiday pay, a regular employee must be in active pay status either by having worked or used leave for 50 percent of their scheduled work day immediately prior to the holiday. Any employee not on contract or on an unpaid leave of absence, when a holiday occurs, will not be paid for that holiday.
- C. The associate vice president and 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 and Chief Operating Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 2-002.3	
Initiating Authority: <u>Misty Shepherd</u>	Date: <u>7/9/19</u>
University Policies and Procedures Committee Chair: <u>[Signature]</u>	Date: <u>6/27/19</u>
President or Designee: <u>[Signature]</u>	Date: <u>7/11/19</u>

History: 2-002 12/4/2004; 2-002.1 10/21/2009; 2-002.2 12/20/2013