



University Compliance, Ethics, and Risk Office

UNIVERSITY OF CENTRAL FLORIDA

University of Central Florida Draft Policy Submission Cover Memo Form

Policy No. and Title:

Initiating Authority:

Initiating Authority Approval Date:

Date of Submission for Review:

Submitted by:

Department:

New Policy

Existing Policy (5-year Review)

Existing Policy (Out of Cycle
Review)

Summary of Revisions: (For a new policy, please provide a summary of the policy. For an existing policy, please provide a summary of the revisions made to the policy.)

Stakeholders included in the Review Process: (Provide a list of departments involved in the review/revision process.)

Stakeholder feedback must also be requested from the [Faculty Senate](#) and the [College Policy Liaisons](#). By checking the boxes below, you are confirming that feedback from these groups was requested, received, and considered in the draft policy.

College Policy Liaisons

Faculty Senate

Regulatory Requirements (if applicable): (Provide information on regulatory requirements pertaining to the policy, including specific statute or regulation number.)

Presenters: (Provide the name(s), position title(s), and email address(s) for all individuals who will be presenting the policy to the university's Policies and Procedures Committee.)



DRAFT – University Holidays

Policy Number	2.002. 43
Responsible Authority	Associate Vice President and Chief Human Resources Officer
Initiating Authority	Senior <u>Acting</u> Vice President, Administration and <u>Chief Financial Officer Finance</u>
Effective Date	7/11/2019 <u>TBD</u>
Date of Origin	12/4/2004

APPLICABILITY/ACCOUNTABILITY

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

POLICY STATEMENT

~~It is the policy of the University of Central Florida to recognize specified days as university holidays.~~ The University of Central Florida observes designated days as official university holidays.

~~The following are the university's~~ The university observes the following nine 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 – fourth Friday in November
- Christmas Day – December 25

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.~~ An individual employed by the university in a regular status position under the faculty, University Personnel System (USPS), or Administrative & Professional (A&P) pay plans. This includes employees working at least half-time on continuing appointments. It does not include individuals classified as Other Personnel Services (OPS).

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 equivalency (FTE)†).
- C. To be eligible ~~for to receive~~ holiday pay, a regular employee must be in an active pay status ~~the day prior to the designated holiday. Regular employees who work on a contract basis must have an active contract during the time of the holiday to receive holiday pay. Employees who are on an unpaid leave of absence at the time a holiday occurs are not eligible to receive holiday pay 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.~~
- D. The associate vice president and chief human resources officer or designee shall make final determinations as to interpretation and implementation of this policy.

CONTACTS

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