

Holidays

University of Central Florida Policy [No. 2-002](#) recognizes specified days as university holidays. This policy applies to all regular employees and all departments, units, or divisions of the university. Regular employee is defined as 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.

The university designates nine paid holidays annually for regular employees:

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
Veteran's Day – November 11
Thanksgiving Day – Fourth Thursday in November
Day after Thanksgiving – Fourth Friday in November
Christmas Day – December 25

Designated holidays will be observed on the calendar days on which they fall. However, legal holidays occurring on Saturday will be observed on the preceding Friday and legal holidays occurring on Sunday will be observed on the following Monday.

Each year the Human Resources Department will publish a holiday schedule, with the specific dates of holidays that will be observed. Click [here](#) for a list of the holiday dates for the current year.

Eligibility

To be eligible for holiday pay, a university employee must be in "active" pay status and have worked **50 percent** of his/her scheduled work day immediately prior to the holiday. "Active pay status" means that the employee must either be working or using approved compensatory, annual or sick leave to compensate for hours not worked. If the employee does not have sufficient accrued leave to use, the holiday will be unpaid.

Employees, who are scheduled to work but call in sick on the day before a holiday, may be required to present a physician's statement to substantiate the illness prior to authorization for payment of the holiday.

Employees on leave without pay or in a non-pay status on the scheduled work day immediately prior to the holiday are not eligible for holiday pay.

Any employee not on contract when the holiday occurs will not be paid for that holiday.

OPS hourly employees do not receive pay for time not worked. OPS hourly employees do not accrue leave or paid time off days.

Injured Employees on Workers' Compensation Benefits

When a holiday occurs during the first seven (7) calendar days or 40 intermittent hours of a disability, injured employees are eligible for holiday pay on that day rather than disability.

When a holiday occurs after the first seven (7) calendar days or 40 intermittent hours of a disability:

- Injured employees who are supplementing workers' compensation payments the day before the holiday, are eligible to take holiday pay for 2.75 hours, (the number of hours normally used to supplement workers' compensation), if he/she uses 2.75 hours of accrued leave on that day. The balance 5.25 hours will be paid by the Division of Risk Management.

- Injured employees who are not supplementing workers' compensation payments the day before the holiday will not receive holiday pay.

Holiday Hours Earned

The holiday is considered to be eight hours for full-time staff. A regular part-time employee who works at least half-time is entitled to observe the same holiday, however, the holiday pay is a lesser amount as prorated by FTE.

Employees who normally work varied hours (i.e. four ten-hour days) will receive eight holiday hours of compensation, even though they normally work a 10-hour day. A maximum of eight hours will be credited towards their 40-hour basic work week requirement. Employees scheduled to work a 9-hour day (or more based on the schedule), must make up the 1 or 2 hour difference with a charge to accumulated compensatory or annual leave.

Employees assigned to non-traditional work schedules, the holiday dates shall be approved by the director of Human Resources.

Early Release

University Departments may authorize early release on the last scheduled workday prior to the holiday as long as the staff record usage on his/her Leave and Pay Exception Report (LAPER) as annual leave, special, regular or over-time compensation taken, or leave without pay for the early release time taken. However, employees must be in "active pay status" for at least 50 percent of his/her scheduled work day immediately prior to the holiday.

Hours Worked

If a USPS employee's work hours for the workweek when combined with holiday pay does not equal 40, an employee should use accumulated leave or leave without pay to bring their balance for the workweek to 40 hours.

Hours physically worked over 40 are either overtime or regular compensatory time. If the person physically worked less than 40 hours, but when combined with the holiday hours the total exceeds 40, those excess hours become special compensatory hours. Those hours should be documented on the Leave and Pay Exception Report (LAPER) during payroll process.

Additional Days Off

Besides the nine holidays listed additional **paid personal leave days**, may be granted only by action of the President of the University of Central Florida. Although the vast majority of university offices are listed as closed during these days, certain employees may be deemed essential and will be required by the appropriate supervisor to work during the period of closure.

Eligibility

To be eligible for additional personal leave days, a university employee must be in "active pay status" and have worked **50 percent** of his/her scheduled work day immediately prior to the additional personal leave days. "Active pay status" means that the employee must either be working or using approved compensatory, annual or sick leave to compensate for hours not worked. If the employee does not have sufficient accrued leave to use, the additional personal leave days will be unpaid.

Employees, who are scheduled to work but call in sick on the day before a personal leave day, may be required to present a physician's statement to substantiate the illness prior to authorization for additional paid personal leave days.

Employees on leave without pay or in a non-pay status on the scheduled work day immediately prior to the additional personal leave days are not eligible for additional personal leave days pay.

Any employee not on contract when the additional personal leave days occur will not be paid for those days.

OPS hourly employees do not receive pay for time not worked. OPS hourly employees do not accrue leave or paid time off days.

Injured Employees on Workers' Compensation Benefits

When a paid personal leave day occurs during the first seven (7) calendar days or 40 intermittent hours of a disability, injured employees will use paid personal leave day rather than disability.

When a paid personal day occurs after the first seven (7) calendar days or 40 intermittent hours of a disability:

- Injured employees who are supplementing workers' compensation payments the day before the paid personal leave day, are eligible to take pay for 2.75 hours, (the number of hours normally used to supplement workers' compensation), if he/she uses 2.75 hours of accrued leave on that day. The balance 5.25 hours will be paid by the Division of Risk Management.
- Injured employees who are not supplementing workers' compensation payments the day before the paid personal leave days will not receive pay for additional personal leave days.

Hours Earned

The additional paid personal leave day is considered to be eight hours for full-time staff. A regular part-time employee who works at least half-time is entitled to observe the same day, however, the paid personal leave day is a lesser amount as prorated by FTE.

Employees who normally work varied hours (i.e. four ten-hour days) will receive eight hours of compensation, even though they normally work a 10-hour day. A maximum of eight hours will be credited towards their 40-hour basic work week requirement. Employees scheduled to work a 9-hour day (or more based on the schedule), must make up the 1 or 2 hour difference with a charge to accumulated compensatory or annual leave.

Employees assigned to non-traditional work schedules, the paid personal days leave days shall be approved by the director of Human Resources.

Early Release

University Departments may authorize early release on the last scheduled workday prior to the paid personal leave days as long as the staff record usage on his/her Leave and Pay Exception Report (LAPER) as annual leave, special, regular or over-time compensation taken, or leave without pay for the early release time taken. However, employees must be in "active pay status" for at least 50 percent of his/her scheduled work day immediately prior to the paid personal leave days.

Hours Worked

If an employee's work hours for the workweek when combined with the paid personal leave days do not equal 40, an employee should use accumulated leave or leave without pay to bring their balance for the workweek to 40 hours.

If a USPS employee physically works more than 40 hours and also had paid personal leave days, the hours physically worked over 40 would become overtime compensatory leave (USPS non-exempt) or regular compensatory leave (USPS exempt). Those hours should be entered on the Leave and Pay Exception Report (LAPER) during payroll process. If the person physically worked less than 40 hours, but when combined with the paid personal leave hours the total exceeds 40, those excess hours are placed on the official, internal log to be used at a later date but prior to June 30th with supervisor's approval. The log should be updated to reflect when the hours were used. Those hours not used before the end of the fiscal year, June 30th, will be forfeited.