

MEMORANDUM

TO: Executive Service, Faculty, A&P, and USPS Employees
FROM: Human Resources
SUBJECT: Holiday Observances
DATE: October 26, 2011

The University of Central Florida will observe the following days as paid holidays during 2012:

New Year's Day Observed	Monday, January 2
Martin Luther King's Birthday	Monday, January 16
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Veteran's Day Observed	Monday, November 12
Thanksgiving Day	Thursday, November 22
Day after Thanksgiving	Friday, November 23
Christmas	Tuesday, December 25

*Additional days may be announced by President Hitt later in the year.

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.

Eligible, full-time employees will receive a maximum of 8 hours for each holiday, regardless of the days or hours which constitute the workweek.

If you have any questions regarding Timesheet completion, or Leave & Pay Exception Report completion, or compensatory time accrual or recording, please contact Payroll Services at payroll@ucf.edu.