MEMORANDUM

TO: Executive Service, Faculty, A&P, and USPS Employees

FROM: Human Resources

SUBJECT: Holiday Observances

DATE: December 18, 2015

The University of Central Florida will observe the following days as paid holidays during 2016:

- New Year’s Day: Friday, January 1
- Martin Luther King’s Birthday: Monday, January 18
- Memorial Day: Monday, May 30
- Independence Day: Monday, July 4
- Labor Day: Monday, September 5
- Veteran’s Day: Friday, November 11
- Thanksgiving Day: Thursday, November 24
- Day after Thanksgiving: Friday, November 25
- Christmas: Monday, December 26 (Observed)

*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 either by having worked or used leave for 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.