

## MEMORANDUM

**TO:** Executive Service, Faculty, A&P, and USPS Employees  
**FROM:** Human Resources, Payroll Services  
**SUBJECT:** Holiday Observances  
**DATE:** October 8, 2009

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The University of Central Florida will observe the following days as paid holidays during 2009:

New Year's Day	Thursday, January 1
Martin Luther King's Birthday	Monday, January 19
Memorial Day	Monday, May 25
Independence Day	Friday, July 3
Labor Day	Monday, September 7
Veteran's Day	Wednesday, November 11
Thanksgiving Day	Thursday, November 26
Day after Thanksgiving	Friday, November 27
Christmas	Friday, December 25

\*Additional paid leave days announced by President Hitt:  
Monday, December 28 through Thursday, December 31

Please be reminded that UCF regulations require employees to be at work or on approved leave with pay the normal work day prior to a holiday in order to be paid for that holiday.

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@mail.ucf.edu](mailto:payroll@mail.ucf.edu).