

MEMORANDUM

TO: UCF Arecibo Observatory Employees
FROM: Human Resources
SUBJECT: 2022 Holiday Observances

The University of Central Florida Arecibo Observatory location will observe the following days as paid holidays during 2022:

- New Year's Day Friday, December 31 (Observed)
- Three Kings Day Thursday, January 6
- Good Friday Friday, April 15
- 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 UCF's President later in the year.*

To be eligible for pay on a holiday or paid day off, a university employee must be in "active" pay status either by having worked or used leave for **50 percent** of his/her scheduled workday immediately prior to the holiday. "Active pay status" means that the employee must either be working or using approved, personally accrued leave balances 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 workday 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. Eligible part-time employees will receive the pro-rated hours based on their work week.

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