



MEMORANDUM

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

FROM: UCF Human Resources, Payroll Services

SUBJECT: 2024 Holiday Observances

DATE: January 1, 2024

The University of Central Florida will observe the following days as paid holidays during 2024:

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|---------------------------------|------------------------|
| • New Year's Day | Monday, January 1 |
| • Martin Luther King's Birthday | Monday, January 15 |
| • Memorial Day | Monday, May 27 |
| • Independence Day | Thursday, July 4 |
| • Labor Day | Monday, September 2 |
| • Veterans Day | Monday, November 11 |
| • Thanksgiving Day | Thursday, November 28 |
| • Day after Thanksgiving | Friday, November 29 |
| • Christmas | Wednesday, December 25 |

**Additional time off may be announced later in the year by the UCF President. These days are referred to as Gift Days and occur around the Christmas and New Year's holidays.

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.

To be eligible for pay on a holiday or gift day, a university employee must be in "active" pay status by working, using personally accrued time off balances for 50 percent of his/her scheduled workday immediately prior to the holiday or gift day, or being on a paid leave of absence (such as sabbatical). Employees, who are scheduled to work but call in sick on the day before a holiday or gift day, may be required to present a physician's statement to substantiate the illness prior to authorization for payment of the holiday or gift day. If the employee does not have sufficient accrued time off balances to use, the holiday or gift day will be unpaid.

Employees on an unpaid Leave of Absence or Unpaid Time Off (leave without pay) situation on the scheduled workday immediately prior to the holiday or gift day are ineligible for holiday or gift day 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 time off, nor do they receive holiday or gift day pay.

If you have any questions, please contact Payroll Services at payroll@ucf.edu.