



MEMORANDUM

TO: Executive Service, Faculty, A&P, and USPS Employees
FROM: UCF Human Resources, Payroll Services
SUBJECT: 2023 Holiday Observances
DATE: January 5, 2023 updated October 4, 2023

The University of Central Florida will observe the following days as paid holidays during 2023:

- New Year’s Day Monday, January 2 (Observed)
- Martin Luther King’s Birthday Monday, January 16
- Memorial Day Monday, May 29
- Independence Day Tuesday, July 4
- Labor Day Monday, September 4
- Veterans Day Friday, November 10 (Observed)
- Thanksgiving Day Thursday, November 23
- Day after Thanksgiving Friday, November 24
- Christmas Monday, December 25

**Arecibo employees should refer to the separate “Holiday Schedule Arecibo” memo for observed holidays.*

**On October 4, 2023, additional paid days off were announced by UCF’s President. The university will be closed for official business starting Wednesday, December 20, through Monday, January 1. These days off are referred to as gift days (not Administrative Leave).

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.