

MEMORANDUM

TO: Executive Service, Faculty, A&P, and USPS Employees
FROM: Human Resources
SUBJECT: Holiday Observances

The University of Central Florida will observe the following days as paid holidays during 2018:

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| New Year's Day | Monday, January 1 |
| Martin Luther King's Birthday | Monday, January 15 |
| Memorial Day | Monday, May 28 |
| Independence Day | Wednesday, July 4 |
| Labor Day | Monday, September 3 |
| Veteran's Day | Monday, November 12 (Observed) |
| Thanksgiving Day | Thursday, November 22 |
| Day after Thanksgiving | Friday, November 23 |
| Christmas | Tuesday, December 25 |

*Additional days may be announced by UCF's President later in the year. These are **not** Administrative Leave eligible.

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. 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.