



## MEMORANDUM

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

FROM: UCF Human Resources, Payroll Services

SUBJECT: Holiday Observances

DATE: December 15, 2020

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The University of Central Florida will observe the following days as paid holidays during 2021:

New Year's Day	Friday, January 1
Martin Luther King's Birthday	Monday, January 18
Memorial Day	Monday, May 31
Independence Day	Monday, July 5 (observed)
Labor Day	Monday, September 6
Veterans Day	Thursday, November 11
Thanksgiving Day	Thursday, November 25
Day after Thanksgiving	Friday, November 26
Christmas	Friday, December 24 (observed)
New Year's Day (2022)	Friday, December 31 (observed)

\*In the fall, additional paid days off may be granted by the university president during the end of year holiday season.

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](mailto:payroll@ucf.edu).