



Number: UWF/REG-2.028
Title: University Holidays
Responsible
Department: Human Resources

I. General Statement:

The University recognizes certain days of the year as paid holidays for employees. Full-time leave accruing employees are entitled to eight (8) hours of Holiday pay for each holiday. Part-time leave accruing employees are entitled to a pro-rated amount based on their FTE each holiday. OPS employees are compensated only for hours of work and are not eligible for Holiday pay.

II. Observed Holidays

- A. The University observes the following paid holidays:
1. New Year's Day - January 1
 2. Birthday of Martin Luther King, Jr. - third Monday in January
 3. Memorial Day - last Monday in May
 4. Juneteenth - June 19
 5. Independence Day - July 4
 6. Labor Day - first Monday in September
 7. Veterans' Day - November 11
 8. Thanksgiving Day - fourth Thursday in November
 9. Friday after Thanksgiving
 10. Christmas Day - December 25
 11. Winter Holiday - all regularly scheduled workdays beginning December 24 and continuing through January 1
- B. The president may designate additional holidays as appropriate for operational efficiencies.
- C. If any holiday listed in subsections 1-10 of Section II.A. falls on a Saturday, the Friday preceding that holiday shall be observed as a holiday. If any holiday listed in subsections 1-10 of Section II.A. falls on a Sunday, the Monday following that holiday shall be observed as a holiday.
- D. Saturday and Sunday during Winter Holiday will be considered a workday if it is the employee's regularly scheduled workday.

Effective Date: 12/15/2022

Authority: Florida Board of Governors Regulation 18.002

History: Formerly FAC Rule 6C6-2.028 adopted 10/20/2003; Converted to UWF/REG-2.028 on 7/21/2005; amended 12/10/2015, 3/23/2017, and 12/15/22

Last review: 12/15/2022