



## December 2025

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## Early Payroll Processing: Winter Holiday

Due to the Winter Holiday observed Monday, December 22, 2025, through Friday, January 2, 2026, online timesheets and leave reports for the December 7, through December 20, pay period must be submitted electronically no later than 3:00 p.m. Friday, December 12, and approved no later than 10:00 a.m. Monday, December 15.

Non-exempt, leave accruing employees (those who complete timesheets) should report the time during Winter Holiday as "Holiday" hours on their timesheets. Exempt employees are not required to complete a leave report for days included during the Winter Break.

Should you need assistance, please contact [Sheri Jernigan](#) at 850.474.2884 or [Lori Werdann](#) at 850.474.2205.

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## Employee Tuition Fee Waiver for Spring 2026

Eligible employees may apply to use credits for themselves or to assign credits to dependents at this time. Requests should be submitted at least one week before the first day of classes.

If you have any questions, please contact [Elsie Rivera](#) at 850.474.2921 or [Adrian Rowley](#) at 850.474.2604.

# ERAP 2026 Commences December 1

The moment has arrived once again to honor the remarkable contributions of our campus staff! Each year, we have the opportunity to celebrate individuals who consistently exceed expectations and demonstrate excellence, outstanding performance, and a strong commitment to professionalism.

Starting **Monday, December 1, 2025**, you'll have the opportunity to nominate a deserving colleague. Simply fill out the nomination form and upload two letters of recommendation to support your nomination. All nomination forms, rubrics, eligibility reports, and more are located on our [ERAP webpage](#).

The deadline for all fully-complete and correct nomination packets is **5:00 p.m. Friday, January 23, 2026**. \*

**\*Please note:** Incomplete or incorrect forms received after 5 p.m. on January 23, 2026 are ineligible for consideration.

We are dedicated to ensuring that ERAP serves as a meaningful celebration of our employees' hard work and commitment.

If you have any questions, please contact [Jack Kolodziejewski](#) at 850.474.2292.

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## Annual Leave Rollover

Maximum rollover for annual leave accruing employees is 352 hours, except Executive Service, which is 480 hours. All annual leave hours over 352 (480 for Executive Service) will be converted to sick leave effective January 1, 2026. To ensure accurate rollover processing, all outstanding timesheets and leave reports reporting hours and leave through December 31, 2025 should be submitted and approved by Monday, January 5, 2026.

Any outstanding leave reports must be submitted and approved to accurately reflect your leave balances in preparation for the year-end leave rollover. If you have leave reports that may be past the date to submit electronically, please contact [Tony Lindberg](#) at 850.474.2610 for assistance.

Employees with more than the year-end maximum of 352 (480 for Executive Service) hours should make plans to schedule use of annual leave, with supervisory approval, as soon as possible. The last day to use accrued leave before the Winter Holiday will be Saturday, December 20, 2025. If you have questions regarding leave, please contact [Tony Lindberg](#) at 850.474.2610.

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## 2026 University of West Florida Holidays

The University of West Florida will observe the following paid holidays:

1. New Year's Day - Thursday, January 1, 2026
2. Winter Holiday - Presidential Designated Holiday - Friday, January 2, 2026
3. Birthday of Martin Luther King, Jr. - Monday, January 19, 2026
4. Spring Holiday - Presidential Designated Holiday - March 16 - 20, 2026
5. Memorial Day - Monday, May 25, 2026
6. Juneteenth - Friday, June 19, 2026
7. Independence Day - Observed Friday, July 3, 2026
8. Labor Day - Monday, September 7, 2026
9. Veterans' Day - Wednesday, November 11, 2026

10. Thanksgiving Holiday - Presidential Designated Holiday - Monday, November 23, 2026, through Wednesday, November 25, 2026
11. Thanksgiving Holiday - Thursday, November 26, 2026
12. Friday after Thanksgiving - Friday, November 27, 2026
13. Winter Holiday - Presidential Designated Holiday - Monday, December 21, 2026, through Wednesday, December 23, 2026
14. Christmas Day - Friday, December 25, 2026
15. Winter Holiday - All regularly scheduled work days beginning Thursday, December 24, 2026, and continuing through Friday, January 1, 2027

Any questions regarding the 2026 University of West Florida holidays, please contact [Jamie Sprague](#) by email, or at 850.474.2694.

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## Served Jury Duty? Don't Forget to Send Us Your Paperwork!

As part of the University of West Florida's commitment to maintaining accurate employee records and ensuring compliance with audit requirements, we want to remind all employees of the importance of submitting the proper documentation when serving jury duty.

Employees who are summoned for jury duty must provide a copy of their official jury summons and, upon completion of service, documentation confirming attendance and dates served. This information should be submitted to Human Resources promptly to ensure accurate timekeeping, payroll processing, and record retention in accordance with university policy and state audit standards.

Providing this documentation not only helps maintain compliance but also ensures that your time away from work is properly recorded and credited.

If you have any questions regarding jury duty documentation or related leave policies, please contact [Human Resources](#) by email or at 850.474.2694.

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## PageUp Performance News

**Work Force Supervisors, please check your PageUp Team Performance Reviews to ensure a 2025 – 2026 Annual Review launched July 1 for each of your direct reports.** If you are missing a review, please reach out to [Jack Kolodziejewski](#), Employee Relations Coordinator, by email or by phone at 850.474.2292.

(Note: This does not apply to the University President, Vice Presidents, General Counsel, or Athletic Fall/Winter Coaches.)

Abbreviated FY 25 - 26 Annual Reviews will be automatically launched for employees completing their Position Orientation Year by December 31, 2025.

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## Insurance Elections for 2026: Deduction Updates

Employees who made insurance changes for the new year should verify deduction updates on the December 12, 2025 paycheck. Flexible spending account deductions begin with the January 9, 2026 paycheck. Carefully review changes to pay details and report any discrepancies to [Adrian Rowley](#) at 850.474.2604 or [Elsie Rivera](#) at 850.474.2921.

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## Healthier U and EAP Wellness Wednesday Partnership Continues!

We are excited to announce the continuation of the Healthier U and EAP Wellness Wednesday partnership for fall and spring semesters 25-26. Working with our EAP, we identified workplace wellness hot topics for our faculty and staff. Pack a lunch or schedule a team lunch-and-learn. This year our lineup includes:

**Family Finances - Teaching Children Money Concepts - December 10**

**Breathe Your Way to a Better Life - January 14**

**Supporting Family Members with Mental Health Issues - February 18**

**Don't Wait Until Monday - Get Motivated Now - March 11**

**Getting Unstuck - Breaking Old Habits - April 15**

**Neurodiversity in the Workplace - May 13**

For a detailed description or to register, visit the [PageUp Learning Library](#) or Calendar today! Links to the online classes will be sent to all of the registered attendees as soon as they are received from the outside facilitators.

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## Veterans' Preference at the University of West Florida

The University of West Florida is deeply committed to honoring and supporting our military veterans. Just as we uphold a high standard of respect and care for our students and employees, we must extend that same level of respect to our jobseekers.

UWF operates in accordance with [Florida Statute 295](#), which governs Veterans' Preference in employment. This statute requires that eligible veterans, their spouses, and certain family members receive preference in hiring, promotion, and retention for designated positions.

Human Resources maintains a [comprehensive list of all 62 position classifications](#) that are subject to Veterans' Preference. For applicants claiming preference, Human Resources will determine and verify the eligibility of the preference. It is the Hiring Official's responsibility to determine whether the applicant meets the minimum qualifications for the position.

If an applicant qualifies for Veterans' Preference, and meets the minimum qualifications for the position, then that *applicant must be given preference in the selection process and must be interviewed.*

It is important to note that the minimum qualifications a veteran must meet are those listed in the blue box of the job posting and the standard minimum qualifications for the position class. Veterans *do not* need to meet specific or preferred qualifications to be granted an interview under Veterans' Preference.

When making the final hiring decision, the Hiring Official should select the candidate who is most qualified for the position. *However, if a preference-eligible veteran is equally qualified to other candidates, the veteran must be selected for hire.*

Departments are required to notify all remaining applicants of their application status within 14 days of the hire date of the selected finalist.

Applicants who believe they were not properly granted an interview may file a written complaint with the Florida Department of Veterans' Affairs, Division of Benefits and Assistance. It is

imperative that we are in compliance and do our due diligence to uphold the statute.

If you need assistance reviewing a veteran's resume or determining whether they meet the minimum qualifications, please contact [Ronna Carden](#) or [Brianna Collins](#) on the Employment Team for assistance.

For more information on Veterans' Preference, please review the HR webpage: <https://uwf.edu/offices/human-resources/recruitment-selection-and-onboarding/veterans-preference/>

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## 403(b) and 457 Contribution Limit Changes for 2026

The University of West Florida 403(b) plan provides six (6) companies that offer 403(b) Tax Deferred Accounts and three (3) Roth 403(b) accounts to employees including adjuncts and OPS (non-student). In addition, the State of Florida 457(b) plan provides three (3) companies that offer 457(b) accounts (previous Roth 457(b) accounts remain, but no new Roth 457(b) enrollments are being permitted at this time). The Tax Deferred plans allow employees to defer money prior to taxes being withheld.

The Internal Revenue Service (IRS) announced cost of living adjustments affecting dollar limitations for pension plans and other retirement-related items for **tax year 2026**.

According to [Notice 2025-67](#), the contribution limit for employees who participate in 403(b) and most 457 plans is increased from \$23,500 to **\$24,500**. The catch-up contribution limit for employees aged 50 and over who participate in 403(b), most 457 plans and the federal government's Thrift Savings Plan has been increased from \$7,500 to **\$8,000** for 2026.

Employees may start new Tax Deferred Accounts (TDA), change providers, change deferral amounts, or start/stop contributions at any time.

Information on Tax Sheltered Annuities & Supplemental Plans:

- [Overview Flyer](#) (provided by the Florida Deferred Compensation Plan)
- [Voluntary Retirement options](#) – 403(b) and Roth 403(b)
- [Deferred Compensation options – 457\(b\) and Roth 457\(b\)](#)
- List of dedicated [Contacts](#) for all voluntary retirement plans

For more information, contact the [Human Resources Benefits Team](#) at 850.474.2694.

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## Personal Digital Safety in the Workplace and Beyond

Digital abuse can appear in personal or professional settings through unwanted messages, online monitoring, or privacy violations. Understanding digital boundaries helps foster respect and safety across our community. See the [flyer](#) on our website for more information. For support or consultation regarding workplace or student concerns, contact the Title IX Coordinator, [Jenny Palacios](#), by email or 850.474.2175. More information can be found at [uwf.edu/titleix](https://uwf.edu/titleix).

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## EAP Resources for Living Webinars – Click [here](#) to register for a webinar.

- 12/4 @ 2pm [What's your personal brand?](#)
- 12/11 @ 2pm [Winning at life: redefining success](#)
- 12/18 @ 2pm [Transitions: Paths to personal growth](#)

Our Aetna Resources for Living EAP is available for you and your family. Explore the [website](#) for related resources. You will be glad you did! ('Company log in/Register' then Username= UWF, Password = UWF).

University of West Florida | [hr@uwf.edu](mailto:hr@uwf.edu) | 11000 University Parkway  
Pensacola, FL 32514  
Phone: 850.474.2694 | Fax: 850.857.6030



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