

THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED AMENDMENT TO REGULATION

DATE: September 16, 2025

REGULATION TITLE AND NUMBER: UWF REGULATION 2.028 University Holidays

PURPOSE AND EFFECT: The purpose of this amendment is to add, remove, and clarify the designated University Holidays

SUMMARY: The proposed amendment to this regulation is as follows:

- Clarifies the "Winter Holiday" to include December 24, December 25, and January 1
- Adds "Spring Break"
- Removes Juneteenth
- Adds Columbus Day
- Changes Thanksgiving Day to Thanksgiving Holiday and amends it to a full work week
- Fixes numbering of the Regulation to coincide with the updates

AUTHORITY TO AMEND THE REGULATION: Article IX of the Florida Constitution; Fla. Stat. ss. 1009.24, 1009.26; Florida BOG Reg. 7.001, 7.002, 7.003, 7.008.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Jamie Sprague, Chief Human Resources Officer

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED AMENDMENT TO THE REGULATION OR CHALLENGE: Cody , Paralegal, Office of the General Counsel at ctitus@uwf.edu or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

THE FULL TEXT OF THE REGULATION: The full text of the proposed amendment to the regulation is attached below this Notice. The full text of the proposed amendment and existing regulation is also posted on UWF's website: <https://uwf.edu/offices/board-of-trustees/regulations/>



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~~

1. Birthday of Martin Luther King, Jr. - third Monday in January

2. Spring Break – Dates to be announced at the beginning of each calendar year

3. Memorial Day - last Monday in May

~~4. Juneteenth – June 19~~

~~5.4.~~ Independence Day - July 4

~~5.~~ Labor Day - first Monday in September

6. Columbus Day – second Monday in October

7. Veterans' Day - November 11

8. Thanksgiving ~~Day~~ Holiday - Monday through Friday that includes the fourth Thursday in November

~~9. Friday after Thanksgiving~~

~~10. Christmas Day – December 25~~

~~11.9.~~ Winter Holiday - all regularly scheduled workdays beginning December 24 and continuing through January 1 Two full weeks that include December 24, December 25, and January 1. Dates to be announced at the beginning of each calendar year.

B. The president may designate additional holidays as appropriate for operational efficiencies.

C. If any holiday listed in subsections 1-~~10~~7 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