



Regulations

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

I. General Statement:

The University of West Florida (“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 Full-Time Equivalent (FTE) each holiday. Other Personnel Service (OPS) employees are compensated only for hours of work and are not eligible for holiday pay. Collective Bargaining Agreements may provide for different accruals of leave time based on rank or role at the University.

University Police Department (“UPD”) personnel below the rank of Lieutenant are entitled to up to twelve (12) hours of holiday pay for each holiday not worked based on the individual’s schedule. This includes the UPD communications personnel (dispatchers).

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. Spring Break Holiday – dates will be determined each year and correspond with the University Spring Break
4. Memorial Day - last Monday in May
5. Juneteenth - June 19
6. Independence Day - July 4
7. Labor Day - first Monday in September
8. Veterans Day - November 11
9. Thanksgiving Holiday - dates will be determined each year. The Thanksgiving Holiday will be the Monday-Friday that includes the Thursday of Thanksgiving.
10. Christmas Day - December 25
11. Winter Holiday – dates will be determined each year. The Winter Holiday shall normally consist of ten (10) regularly scheduled workdays that include December 24, December 25, and January 1 of the following year.

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

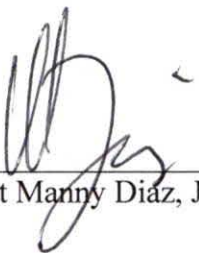
- C. If any holiday listed in subsections 1-11 of Section II.A. falls on a Saturday, the Friday preceding that holiday shall be observed as a holiday. If any holiday listed in subsections 1-11 of Section II.A. falls on a Sunday, the Monday following that holiday shall be observed as a holiday.
- D. Saturday and Sunday during Winter Holiday will be considered a workday if it is the employee's regularly scheduled workday.

Approved by the Board of Trustees: April 23, 2026

Authority: Florida Board of Governors Regulation 1.001, University Board of Trustees Powers and Duties

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, 12/15/22, and April 2026

Last review: April 2026



President Manny Diaz, Jr.