

**THE UNIVERSITY OF WEST FLORIDA
NOTICE OF PROPOSED AMENDMENT TO REGULATION**

DATE: March 10, 2026

REGULATION TITLE AND NUMBER: UWF REGULATION 2.028 University Holidays

PURPOSE AND EFFECT: The purpose of this amendment is to clarify leave compensation according to Collective Bargaining Agreements. Additionally, the amendment specifies the days that will be included in University holidays and when the dates for University holidays will be determined.

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

- Adds statement regarding Collective Bargaining Agreements
- Specifies holiday compensation for personnel below the rank of Lieutenant in the University Police Department
- Specifies the days that will be included in the Thanksgiving Holiday and Winter Holiday
- Specifies when the dates of the Spring Break Holiday, Thanksgiving Holiday, and Winter Holiday will be determined each year

AUTHORITY TO AMEND THE REGULATION: Florida Board of Governors Regulation 1.101

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Jamie Sprague, Vice President of Human Resources and 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: Office of the General Counsel, 11000 University Parkway, Building 10, Pensacola, Florida 32514, or gcfrofrontdesk@uwf.edu

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/>



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 ~~H~~oliday 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 ~~H~~oliday pay. Collective Bargaining Agreements may provide for different accruals of leave time based on rank or role at the University.

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

II. Observed Holidays

A. The University observes the following paid holidays:

1. New Year’s Day - January 1
- ~~2.~~ 2. Birthday of Martin Luther King, Jr. - third Monday in January
- ~~2.3.~~ 3. Spring Break Holiday – dates will be determined each year and correspond with the ~~academic~~University sSpring bBreak
- ~~3.4.~~ 4. Memorial Day - last Monday in May
- ~~4.5.~~ 5. Juneteenth - June 19
- ~~5.6.~~ 6. Independence Day - July 4
- ~~6.7.~~ 7. Labor Day - first Monday in September
- ~~7.8.~~ 8. Veterans’ Day - November 11
- ~~8.9.~~ 9. Thanksgiving ~~Day~~ Holiday - dates will be determined each year. The Thanksgiving Holiday will be the Monday-Friday that includes the Thursday of Thanksgiving.
- ~~9.~~ 10. Friday after Thanksgiving
10. Christmas Day - December 25
11. Winter Holiday ~~—~~ — dates will be determined each year. ~~all regularly scheduled workdays beginning December 24 and continuing through January 1~~ The Winter Holiday ~~will~~shall normally consist of ~~no less than~~ ten (10) regularly scheduled

workdays to encompass 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 1-1~~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 1-1~~10-7~~ 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~~[date]

Authority: Florida Board of Governors Regulation 1.001, University Board of Trustees Powers and Duties~~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, and [date]

Last review: ~~12/15/2022~~ DATE