

Policy Number	Subject	Effective Date	Revised Date
4.0150P	University Holidays	02/01/06	06/02/2008
Responsible Division / Department: Administration & Finance / Human Resources			
<input type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Existing Policy <input checked="" type="checkbox"/> Minor/Technical Revision of Existing Policy <input type="checkbox"/> Reaffirmation of Existing Policy			

I. OBJECTIVE & PURPOSE

The purpose of this policy is to establish the University-recognized holidays for the employees of the University of North Florida.

II. STATEMENT OF POLICY

A. The University observes the following paid holidays:

- 1) New Year's Day
- 2) Birthday of Martin Luther King, Jr., (third Monday in January)
- 3) Memorial Day (last Monday in May)
- 4) Independence Day, July 4
- 5) Labor Day, first Monday in September
- 6) Veterans' Day, November 11
- 7) Thanksgiving Day
- 8) Friday after Thanksgiving
- 9) Christmas Day

B. The University President, may, at his/her discretion, designate one (1) additional holiday to be taken during the Christmas – New Year's Day period.

C. If any holiday listed above falls on a Saturday, the Friday preceding that holiday shall be observed as the holiday. If any holiday listed above falls on a Sunday, the Monday following that holiday shall be observed as the holiday.

D. An employee must be in pay status the workday preceding the University holiday in order to receive holiday pay.

E. Holidays for University Police are subject to the collective bargaining agreement.