
 <b>Florida Institute of Technology</b> <b>Personnel Policies &amp; Procedures</b>	<b>Holiday Policy</b>			
	Applicability Employee Classes: All except: Temporary, and Student Employees, and Flight Instructors	Effective: 8/8/94	Approved:  Lynn E. Weaver, President	Page 1 of 4

A. POLICY

The University has designated the following 12.5 holidays during each calendar year as paid time off:

- |                  |                               |
|------------------|-------------------------------|
| New Year's Day   | Thanksgiving Day              |
| Memorial Day     | Friday after Thanksgiving Day |
| Independence Day | Christmas Eve (1/2 day)       |
| Labor Day        | Christmas Day                 |

One (1) personal "floating" holiday per calendar year.

Four (4) "extra" holidays, typically in conjunction with the Winter Holiday.

B. DEFINITIONS AND PROCEDURES

1. Employees assigned to the following employee classes are covered by this policy: 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 16, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 43, 44, 45, 46, 47 and 48. See the ***Employee Class*** policy for an explanation of the employee classes.
2. Holidays which fall on a Saturday will be observed on the preceding Friday. Holidays which fall on a Sunday will be observed on the following Monday.
3. Employees are eligible for holiday pay immediately upon employment, subject to the following conditions:
  - a) Part-time employees are entitled to holiday pay for the number of hours they are normally scheduled to work on a daily basis.
  - b) No employee will begin employment on a holiday.
  - c) In order to be paid for a holiday, an employee must be paid for the last work day before and the first workday after the holiday. Pay may be for Regular, Sick, Vacation, Personal Holiday, Anniversary Day or Bereavement Leave.

Hire and termination dates may not be adjusted in any way which circumvents the intent of this paragraph.

- d) If an employee is on sick leave either the last workday before or the first workday after the holiday, the Director of Human Resources may, at his or her discretion, require a physician's certification of illness. If a certification is requested and not provided by the employee, the holiday will not be paid. In this event, the holiday may be charged to accrued and unused Sick or Vacation Leave, or accrued and unused Personal Holiday. If the employee does not have sufficient Sick Leave, Vacation Leave, or Personal Holiday, the holiday will be unpaid.
- 4. Holidays which occur during a vacation will be paid as holiday time except as noted above, in Section B 3(d).
- 5. Holidays which occur during extended disability or other approved unpaid leaves of absence are not considered earned and will not be paid.
- 6. Holidays at off-campus sites may be adjusted, with the concurrence of the Director of Human Resources, to conform with the operational requirements of the site. In no case will an off-campus site be authorized for more than 12.5 holidays per calendar year.
- 7. At the discretion of the department head, employees who are required to work on a holiday because their department must remain in operation may be rescheduled for another paid day off as a substitute for the holiday or may be paid straight time for the holiday worked. If paid for the holiday, the pay will be in addition to pay for hours worked.
- 8. In the case of hourly employees (non-exempt), based upon federal wage and hour laws holiday hours that are not worked are not counted as paid hours when computing overtime payments.

#### C. PERSONAL "FLOATING" HOLIDAY

- 1. Employees are eligible for one (1) Personal "Floating" Holiday per calendar year. This holiday may be used for any reason and at any time, subject to the approval of the employee's supervisor. Use of the holiday is subject to cancellation based upon departmental workload.
  - a) The Personal Holiday accrues in the first complete pay period in the calendar year. The number of hours accrued is based upon the number of

hours the employee is authorized to work; i.e. an 80 hour per pay period employee earns 8 hours of Personal Holiday, while a 60 hour per pay period employee earns 6 hours of Personal Holiday.

- b) If a part-time employee (less than 80 hours per pay period) becomes a full-time employee (80 hours per pay period) in an eligible employee class (see Section B 1, above) after the Personal Holiday has accrued, he/she will be granted a sufficient number of hours to provide a total of eight (8) hours of Personal Holiday only if he/she has not already used the number of Personal Holiday hours that accrued based upon his/her original part-time status. If he/she used all available Personal Holiday hours prior to the change to full-time status, additional hours will not be granted for that calendar year.

Conversely, an employee who transfers from full-time to part-time status before he/she has used his/her Personal Holiday, will have his/her available balance reduced to the number of hours that are scheduled to be worked in a day. For example, a full-time employee who transfers to a half-time position before he/she has used his/her available Personal Holiday hours will have his/her Personal Holiday hours reduced to four (4), consistent with a half-time appointment.

- c) Employees hired on or after November 1 are not eligible for a Personal Holiday for the remainder of the calendar year. They will accrue a Personal Holiday for the next calendar year in accordance with Section C 1(a), above.

- 2. The Personal Holiday must be used in whole increments; partial day usage is not permitted.
- 3. A Personal Holiday that is not used during the calendar year in which it accrues is lost. A Personal Holiday is not carried over from one calendar year to another.
- 4. A Personal Holiday that is not used prior to separation for any reason is not paid to the separating employee.

#### D. ANNIVERSARY DAY

- 1. Full-time employees receive a paid holiday in commemoration of their tenth anniversary of continuous service, and every year thereafter.
  - a) Employment as a part-time employee, student employee and/or Temporary employee will not count towards the ten (10) year service requirement.

- b) Work performed as an adjunct faculty member will not count towards the ten (10) year service requirement.
- 2. The Anniversary Day becomes available in the first complete pay period in the calendar year and may be used for any reason and at any time, subject to the approval of the employee's supervisor. Use of the holiday is subject to cancellation based upon departmental workload.
- 3. The Anniversary Day must be used in whole increments; partial day usage is not permitted.
- 4. An Anniversary Day that is not used during the calendar year in which it accrues is lost. An Anniversary Day is not carried over from one calendar year to another.
- 5. An Anniversary Day that is not used prior to separation for any reason is not paid to the separating employee.
- 6. The provisions of this policy are not to be interpreted as entitling or forcing an eligible employee to a specific day as his/her Anniversary Day.