PURPOSE

To provide employees with information regarding holidays observed by the University.

DEFINITIONS

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Regular Employee</strong></td>
<td>Employee who has been hired on continuing status.</td>
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<tr>
<td><strong>Non-Exempt Employee</strong></td>
<td>Positions subject to at least the minimum wage, overtime and timekeeping requirements of the Fair Labor Standards Act.</td>
</tr>
<tr>
<td><strong>Scheduled Holidays</strong></td>
<td>Holidays as observed by the University of Miami.</td>
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<tr>
<td><strong>Floating Holidays</strong></td>
<td>Holidays as selected by eligible employees which are not included in the University scheduled holidays.</td>
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<tr>
<td><strong>Fiscal Year</strong></td>
<td>Fiscal year beginning June 1 and ending May 31.</td>
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</table>

POLICY

To be eligible for holiday pay, an employee must have regular status. Part-time employees must be scheduled to work more than 50% of time per week to be eligible for holiday pay. The employee must work the regularly scheduled work shift the day before and the next scheduled work shift after the holiday, unless such absences are excused by the employee's supervisor or department head. The start of a holiday shall begin at 12:01 a.m. and end at 12:00 midnight of the twenty-four hour period.

Floating holidays cannot be extended in the following calendar year and are not payable upon termination of employment. The University observes the following scheduled holidays with pay for all employees:

**CORAL GABLES AND ROSENSTIEL CAMPUSES CALENDAR YEAR SCHEDULE**

- New Year's Day
- Martin Luther King's Birthday (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July the 4th)
- Labor Day (first Monday in September)
- Thanksgiving Day
- Day after Thanksgiving Day
• Last weekday before Christmas Day (does not include Saturday or Sunday)
• Christmas Day
• First weekday after Christmas Day
• Last weekday before New Year's Day

• Two Floating Holidays (for full year of employment) to New employees hired between January and June receive two floating holidays. Those with hire dates from July through September receive one and those with hire dates from October through December receive no floating holidays for the first calendar year of employment.

SCHOOL OF MEDICINE/UHEALTH CALENDAR YEAR SCHEDULE

• New Year's Day
• Martin Luther King's Birthday (third Monday in January)
• Memorial Day (last Monday in May)
• Independence Day (July the 4th)
• Labor Day (first Monday in September)
• Thanksgiving Day
• Christmas Day

• Six Floating Holidays (for full year of employment) to New employees hired between January and June receive six floating holidays. Those with hire dates from July through September receive three and those with hire dates from October through December receive no floating holidays for the first calendar year of employment.

• School of Medicine/UHealth employees assigned to alternative remote clinical sites such as JMH or the Miami VA, a floating holiday must be used on days when those facilities are observing holidays that are not on this calendar. For example, faculty assigned to the VA setting will need to use one of their floating holidays on Veteran’s day as this is a federal holiday that does not appear on the School of Medicine/UHealth calendar.

Based upon the operational needs of the department, and at the discretion of the supervisor, a floating holiday may be used to extend the period of other observed regular holidays as defined above, or in conjunction with the employee's vacation period. An employee on regular status receives holiday pay for the number of hours the employee would have worked had the day not been a holiday.

When a regular nonexempt employee is required to work on any scheduled holiday, the employee will receive compensation at the rate of time and one-half the regular rate for time worked, and regular pay for the holidays, or may be granted a "substitute" holiday with pay within ten days preceding or following the regular holiday. When a holiday falls on an employee’s regular scheduled day off, a "substitute" holiday with pay should be granted within the same period. If it is not possible to agree on a mutually acceptable "substitute" holiday, it shall be at the convenience of the University. Pay at the overtime rate in lieu of the substitute holiday shall be granted only when essential to staffing requirements and upon approval of the appropriate Vice President, or a designee appointed by the appropriate Vice President.
Whenever a holiday falls on a Saturday, the preceding Friday is observed as the holiday. Whenever a holiday falls on a Sunday, the following Monday is observed as the holiday. If a scheduled holiday occurs during an employee's vacation, it will be considered as a holiday and not vacation time. Holidays occurring during an employee's leave of absence with pay are considered part of such leave. If the holiday occurs during a leave of absence without pay, the employee does not receive pay for the holiday.

**PROCEDURE**

Employees should give two weeks advance written notice to their immediate supervisor as to dates selected for floating holidays.