

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

DATE: November 7, 2022

REGULATION TITLE AND NUMBER: UWF REGULATION 2.028 University Holidays

PURPOSE AND EFFECT: The purpose of this amendment is to add Juneteenth as an observed holiday and clarify regular workdays for winter break.

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

- A general statement was added
- Juneteenth (June 19) was added as an observed holiday
- Thanksgiving Day was defined as the fourth Thursday in November
- Added clarification about the treatment of Saturdays and Sundays during Winter Holiday

AUTHORITY TO AMEND THE REGULATION: Florida Board of Governors Regulation 18.002.

NAME OF UNIVERSITY OFFICIAL INITIATING PROPOSED REGULATION AMENDMENT: Jamie Sprague, Associate VP, Human Resources

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: Jessica Whittle, Paralegal, Office of the General Counsel at jwhittle@uwf.edu or 850-474-3420 or Office of the General Counsel, Building 10, 11000 University Parkway, Pensacola, Florida 32514.

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 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 FTE each holiday. OPS employees are compensated only for hours of work and are not eligible for Holiday pay.

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.~~ 3. Memorial Day ~~;~~ last Monday in May
- ~~3-4.~~ 4. Juneteenth - June 19
- ~~4-5.~~ 5. Independence Day ~~;~~ July 4
- ~~5-6.~~ 6. Labor Day ~~;~~ first Monday in September
- ~~6-7.~~ 7. Veterans' Day ~~;~~ November 11
- ~~7-8.~~ 8. Thanksgiving Day - fourth Thursday in November
- ~~8-9.~~ 9. Friday after Thanksgiving
- ~~9-10.~~ 10. Christmas Day ~~;~~ December 25
- ~~10-11.~~ 11. Winter Holiday ~~;~~ all regularly scheduled workdays beginning December 24 and continuing through January 1

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

C. If any holiday listed in ~~paragraphs (a)-(j) above~~ subsections 1-10 of Section II.A. falls on a Saturday, the Friday preceding that holiday shall be observed as a holiday. If any holiday listed in ~~paragraphs (a)-(j) above~~ subsections 1-10 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.

~~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 FTE each holiday. OPS employees are compensated only for hours of work and are not eligible for Holiday pay.~~

Effective Date: [date]

Authority: Florida Board of Governors Regulation 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 [date]

Last review: [date]