

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Compensation Related to University Holidays
<b>FPU Policy Number:</b> FPU-1.0081P
<input type="checkbox"/> New Policy <input checked="" type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
<b>Date First Adopted:</b> November 10, 2015
<b>Date Revised:</b> November 10, 2016
<b>Responsible Division/Department:</b> Human Resources
<b>Initiating Authority:</b> Mark Mroczkowski, VP and CFO

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies to all non-OPS employees.

**B. POLICY STATEMENT:**

The University observes the holidays (or designated alternate days if the holidays fall on a Saturday or Sunday) as provided in FPU-1.008 University Holidays (“University Holidays”).

1. Eligibility for Holiday Pay. To be eligible for holiday pay, a University employee must be in a non-OPS position and in active pay status, either by having worked or using leave, for a minimum of fifty (50) percent of the scheduled work day immediately prior to the University Holiday.
2. Non-Exempt Employees Working on the Observed University Holiday. A non-exempt, non-OPS University employee who is required to work on the observed University Holiday will be compensated at one and one half times (1½) the employee’s regular rate for actual hours worked on the observed University Holiday (12:00 am through 11:59 pm) and holiday pay (maximum of 8 hours).
3. Observed University Holiday Falls on Non-Exempt Employee’s Regularly Scheduled Day Off. If the observed University Holiday falls on the non-exempt, non-OPS University employee’s regularly scheduled day off, the employee will receive holiday pay and the employee’s immediate supervisor will adjust the employee’s schedule so that the employee does not exceed the employee’s standard workweek.

**C. DEFINITIONS:**

Active pay status- means that the employee must either be working or using approved annual or sick leave to compensate for hours not worked.

<b>POLICY APPROVAL</b>	
Policy No.: FPU-1.0081P	
Initiating Authority	Date
Policies & Procedures Review Committee Chair	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
<b>EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL</b>	