

UIC HR Policies and Procedures

NUMBER

804

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ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	Chancellor	

PURPOSE

To communicate UIC's designated campus holidays benefit for UIC employees, to establish guidelines for the earning and use of floating holidays, to identify eligibility requirements for participation in holiday benefit programs, and to assure compliance with State Universities Civil Service System Statutes and University Rules.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules
University of Illinois Policy and Rules
General Rules Concerning University Organization and Procedure
Executive Notice 94-1 Campus Holidays and Floating Holidays, January 1994

APPLICABILITY

Support Staff: Employees in a status, trainee, apprentice, provisional, or learner appointment. For part-time support staff employees between 50% and 99% of full-time service, floating holidays must be pro-rated.

Academic Professionals and Faculty: Employees on contract for at least 50% time. For part-time academic employees between 50% and 99% of full-time service, floating holidays must be pro-rated.

POLICY

The University recognizes the following seven presidentially-designated holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day, Memorial Day, and Independence Day. When a holiday falls on Saturday, the preceding Friday will be treated as the holiday. Similarly, when a holiday falls on a Sunday, the following Monday will be treated as the holiday.

In addition to these University holidays, each UIC staff member is entitled to a combination of campus-designated and floating holidays. Employees should adhere to the appropriate guidelines that follow with regard to these campus-designated holidays:

1. Employees working in the University of Illinois Hospital, Clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, Biologic Resources Laboratory, and the Division of Specialized Care for Children will have four floating holidays which

will take the place of specific campus-designated holidays.

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2. Employees working in all other campus units will have two floating holidays and two specific campus-designated holidays: the day after Thanksgiving Day and the day after Christmas Day.

Members of the instructional staff, including teaching assistants, lecturers, and instructors through full professors on academic-year (nine-month service basis) contracts may not take floating holidays on days when they are normally scheduled for direct instruction, except for the observation of a religious holiday. If this exception is made, arrangements must be made to maintain the total number of direct instructional hours required for the course involved. Except for employees on academic year (nine-month service basis) contracts, any normally scheduled workday may be selected as a floating holiday.

Employee choice of floating holidays is subject to departmental approval. Employees must make a written request of their intention to their supervisor to take a specific day as a floating holiday at least (30) days in advance.

Employees will earn floating holidays according to the following schedule:

- A. Academic employees assigned to the Hospital, Clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, Biologic Resources Laboratory, and the Division of Specialized Care for Children:

Number of Floating Holidays Earned - Employment Dates Falling Between:

July 1 – September 30: 1
 October 1 – December 31: 1
 January 1 – March 31: 1
 April 1 – June 30: 1
 Total for Academic Year: 4

- B. All other Academic employees in all other campus units:

Number of Floating Holidays Earned - Employment Dates Falling Between:

July 1 – December 31: 1
 January 1 – June 30: 1
 Total for the Academic Year: 2

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- C. Open range support staff employees assigned to the Hospital, Clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, Biologic Resources Laboratory, and the Division of Specialized Care for Children:

Number of Floating Holidays Earned - Employment Dates Falling Between:

July 1 - September 30: 1
 October 1 - December 31: 1
 January 1 - March 31: 1
 April 1 - June 30: 1
 Total for the Academic Year: 4

- D. Open range non-academic employees in all other campus units:

Number of Floating Holidays Earned - Employment Dates Fall Between:

July 1 - December 31: 1
 January 1 - June 30: 1
 Total for the Academic Year: 2

- E. Union contracts will follow this procedure except when any deviations from the fiscal year eligibility period to a contract year eligibility period will supersede.
- F. For all craft trade employees subject to Section 45a. of the State Universities Civil Service System Statutes, each paid holiday included in their area agreement that is different from the six holidays specified in Section 45a. shall replace one of their floating holidays earned.

All floating holidays must be taken within the fiscal/academic year in which they are earned; they do not accrue. All floating holidays earned, but not taken within the fiscal/academic year, will be forfeited.

If the number of floating holidays used by an employee at the time of termination exceeds the number earned for the periods employed during the fiscal/academic year, the employee will be required to reimburse the University for floating holidays observed, but not earned, or have accrued vacation levels reduced by the amount of overuse.

Full-time support staff, academic professionals, and faculty employed are eligible for the amounts shown above. For part-time employees between 50% and 99% of full-time service, floating holidays must be pro-

rated.

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PROCEDURES

RESPONSIBILITY

1. Employee
2. Department/Unit Head

ACTION

Requests approval for leave in writing 30 days in advance of the date. Reports days taken in the University's approved leave recording system.

Acts upon the leave request in writing, ensures that the leave is appropriately recorded in the University's approved leave recording system.