

## **UAM OPERATING PROCEDURE 405.4**

### **UNUSED UNIVERSITY HOLIDAY HOURS**

All staff and 12-month faculty are eligible to receive holiday pay. In order to receive holiday pay, the employee must be in a paid status the day before the holiday and at least the next work day after the holiday.

The following policy addresses unused University holiday time for staff and 12-month employees.

Employees who are required to work on Board designated holidays contained in UA Systemwide Policy and Procedure 435.1 will not receive time and one-half pay. They will be entitled to maintain the unused University holiday hours. These hours will be moved to the employee's annual leave balance, as soon as administratively possible, once an audit is complete to confirm the appropriate amount of hours to be moved.

*Revised: June 19, 2024*

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*February 9, 2000*