



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

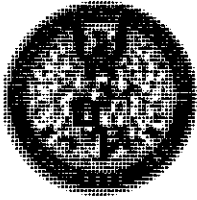
**Policy # 8.2.5**  
**Date Approved: 07/27/90**  
**Date Amended: 12/02/10**  
**Reviewed w/no Changes:**  
**Office of Responsibility: VP Fin**  
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**SUBJECT: HOLIDAYS**

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- I. **PURPOSE:** To identify holidays for salaried employees under regular University appointment.
- II. **POLICY:**
- A. Each year, the President's Council determines the approved holidays of the University. The following named days are usually considered as holidays for salaried employees under regular University appointment
1. New Year's Day (January 1)
  2. Martin Luther King Holiday (Third Monday in January)
  3. President's Day (Third Monday in February)
  4. Friday of Spring Break
  5. Memorial Day (Last Monday in May)
  6. Independence Day (July 4)
  7. Pioneer Day (July 24)
  8. Labor Day (First Monday in September)
  9. Monday of Fall Break
  10. Thanksgiving Day (Fourth Thursday in November)
  11. Day following Thanksgiving
  12. Christmas Day (December 25)
  13. Personal Float Day (1)
- B. Rules governing the use of the staff personal float holiday
1. Use of the staff personal float holiday is at the discretion of the employee, provided that the employee notifies the supervisor within a reasonable time, but not less than five working days before the scheduled day off.
  2. An employee ordinarily will be able to take a personal float holiday upon the date specified in the notice, unless the employee's supervisor determines that an emergency or other highly unusual circumstances require the employee to work on that date.
  3. An employee may take only one personal float holiday during each fiscal year. Failure to use the personal float holiday in any fiscal year constitutes a waiver of the personal float holiday privilege for that year to the extent of such non-use, and an unused holiday does not accumulate into the following calendar year. No payment is made upon termination for an unused personal float holiday.



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- C. When a holiday falls on a Saturday, the previous Friday will be the day off.  
When a holiday falls on Sunday, the following Monday will be the day off.
- D. Employees of departments whose operation requires their services on prescribed holidays shall be given another day off within the same work week.

FORMER POLICY  
DO NOT USE