



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

## UAMS ADMINISTRATIVE GUIDE

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**SECTION: HUMAN RESOURCES**

**AREA: TIME OFF**

**SUBJECT: HOLIDAYS**

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### **PURPOSE**

The State of Arkansas has mandated that all State employees will receive payment for twelve (12) holidays each year, subject to further review and definition by the University Board of Trustees and the University of Arkansas for Medical Sciences (UAMS) Chancellor. Owing to the unique mission of the University of Arkansas System and each individual campus, the days observed may vary, but the total number of days observed remains the same for each agency or institution of the State.

### **SCOPE**

This policy applies to all UAMS employees.

### **POLICY**

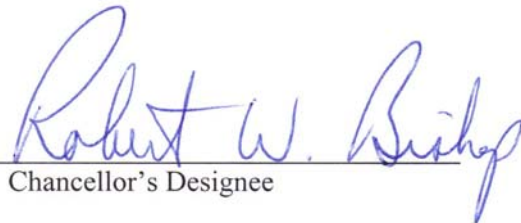
The UAMS Office of Human Resources (OHR) will notify all department directors and other appropriate department heads, and all division Deans, Executive Directors and Vice Chancellors of the holiday schedules each year via an attachment to this policy. Additional holidays proclaimed by the Governor will be observed on that day or another, subject to the approval of the Chancellor.

### **PROCEDURE**

- (1) All regular, probationary, provisional, and part-time employees, regardless of percent of time worked, shall receive holiday time off in proportion to time worked. A "holiday" is defined as an eight (8) hour period of leave time for a full-time (100%) employee; leave time does not vary according to the daily schedule (8, 10, 12 hour shift) of the employee.
- (2) Faculty on nine or ten month contracts who abide by the student time-off schedule shall observe student holidays in lieu of those on the attached Holiday Schedule.
- (3) Accrued holidays not taken are payable at the time of termination, but the sum of holiday and vacation hours cannot exceed 240 hours.<sup>1</sup>

- (4) To be eligible for holiday pay, an employee must be in a pay status on the last scheduled work day before the holiday, and at least one hour on the first scheduled workday after the holiday. Timekeepers will post holiday taken as HOL or HOLF (if counted for FMLA tracking).
- (5) When a holiday occurs while an employee is on vacation or sick leave, that day will be charged as a holiday and will not be charged against the employee's vacation or sick leave accruals.
- (6) When a holiday falls on an employee's regularly scheduled day off, the employee will be given equivalent time off.
- (7) Staff employees must work on any holiday when the needs of the institution require it. The need will be determined by the employee's department director or other appropriate department head.
- (8) Days off in lieu of holidays worked may be taken at a time approved by the employee's department director or other appropriate department head. The maximum amount of total accrued holiday time may not exceed one (1) year's sum of holiday time (ninety-six (96) hours). Faculty and senior administrators required to work on a scheduled holiday or a Governor's proclaimed holiday are not eligible for compensatory time-off.
- (9) Holidays which occur on a Saturday will generally be observed on the preceding Friday. Holidays which occur on a Sunday will generally be observed on the following Monday.
- (10) Holidays declared by Governor's Proclamation will be observed by departments not involved in patient care activities. Employees who care for patients and are scheduled to work on these proclaimed holidays will not receive time-and-a-half pay. However, they will be entitled to equivalent time-off at a time which is mutually acceptable to the employee and the department director or other appropriate department head.
- (11) Employees are to notify their department or other appropriate department head of their request to take their birthday and hire date anniversary time off within a reasonable amount of time.

SIGNATURE:

  
Chancellor's Designee

**DATE:** July 3, 2008

## 2007 HOLIDAY SCHEDULE

New Year's Day	January 1, 2007
Martin Luther King's Birthday	January 15, 2007
George Washington's Birthday	February 19, 2007
Memorial Day	May 28, 2007
Independence Day	July 4, 2007
Labor Day	September 3, 2007
Veteran's Day	November 12, 2007
Thanksgiving Day (Day after Thanksgiving is a holiday only if declared by the Governor)	November 22, 2007
Christmas Eve	December 24, 2007
Christmas Day (New Year's Day will be observed on January 1, 2008)	December 25, 2007
Employee's Birthday	
Employee's Anniversary Date of Hire	

## 2008 HOLIDAY SCHEDULE

New Year's Day	Tues, Jan 1, 2008
Martin Luther King's Birthday	Mon, Jan 21, 2008
George Washington's Birthday	Mon, Feb 18, 2008
Memorial Day	Mon, May 26, 2008
Independence Day	Fri, July 4, 2008
Labor Day	Mon, Sept 1, 2008
Veteran's Day	Tues, Nov 11, 2008
Thanksgiving Day (Day after Thanksgiving is a holiday only if declared by the Governor)	Thurs, Nov 27, 2008
Christmas Eve	Wed, Dec 24, 2008
Christmas Day	Thurs, Dec 25, 2008
Employee's Birthday	
Employee's Anniversary Date of Hire	

## 2009 HOLIDAY SCHEDULE

New Year's Day	Thurs, Jan 1, 2009
Martin Luther King's Birthday	Mon, Jan 19, 2009
George Washington's Birthday	Mon, Feb 16, 2009
Memorial Day	Mon, May 25, 2009
Independence Day	Fri, July 3, 2009
Labor Day	Mon, Sept 7 2009
Veteran's Day	Wed, Nov 11, 2009
Thanksgiving Day (Day after Thanksgiving is a holiday only if declared by the Governor)	Thurs, Nov 26, 2009
Christmas Eve	Thurs, Dec 24, 2009
Christmas Day	Fri, Dec 25, 2009
Employee's Birthday	
Employee's Anniversary Date of Hire	

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<sup>1</sup> UAMS Policy 4.6.04, Annual Leave