



Holidays # 1710.150

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Payroll Administration
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POLICY STATEMENT

The University observes eleven (11) paid holidays a year that allow the University to close offices and discontinue operations that will not affect the academic calendar or those services necessary to the University community and to the public.

The approved holidays are:

- New Year’s Day
- Dr. Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- Christmas Day
- Two (2) Winter Break Days

Holidays falling on Saturday are observed the preceding Friday. Holidays falling on Sunday are observed the following Monday.

Any employee who is in non-pay status for the entire day before a holiday shall not be eligible to receive payment for the holiday. Certain essential personnel and critical staff may be required to work on a holiday due to increased workload, support on-going operations or emergency conditions.

The University President or designee will designate two days towards a Winter Break between the end of the fall semester and the beginning of the spring semester of each year. The two days will be designated based on University needs and schedules. Eligible non-exempt employees will be paid for the hours worked in addition to the holiday pay. Eligible exempt employees who are required to work during the Winter Break will be granted the same number of days as those of the approved Winter Break to be taken before June 30th of that fiscal year.



SCOPE

This policy applies to all employees.

REASON FOR POLICY

To establish holidays observed by the University.

DEFINITIONS

TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

Supervisors must assign essential and critical employees to work on holidays to ensure the university is able to continue to provide the essential services to our students, staff, and community. Supervisors must keep track of all employees who may work the holidays and ensure they are properly compensated or provide the holidays to be taken at a later date.

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

Initial Effective Date: July 2005

Review Dates (*review performed, no updates*): N/A

Revision Dates (*updates made to document*): April 1, 2021; March 12, 2024; May 7, 2025.