MEMO

To: Faculty and Staff Mohave and Coconino Counties
From: Tom DeGomez, Regional Director
Re: Holiday Policy
Date: Feb. 10, 2014

University policy designates 10 holidays per year. These holidays should be taken on the day that the university has designated. Only those employees who cannot be excused from their duties will be allowed to work on a designated holiday. In this case the employee should substitute a day within the same week or the following week. Exceptions to this policy will need to be approved by the regional director.

I realize that for many years that some of our offices have followed the holiday schedule designated by their county or tribal community, however, we are University of Arizona employees and as such will in the future follow the UA designated schedule.

If you are out of compliance with this policy we will need to determine the best course of action to get your time accounted for.

The following is the policy from the UA handbook.

Chapter 8: Leaves
8.01.02 Holidays
Policy Number: 8.01.02
Employees eligible for paid holiday leave are regular employees employed 20 hours or more per week for a continuous period of not less than five months.
The President designates official University holidays. Holidays falling within an annual leave period are treated as holidays and therefore not charged to annual leave. Employees are only eligible to receive holiday pay during the period of their employment contract.
Employees who cannot be excused from their duties on a holiday will be granted another day off during the same or following work week for each holiday on which they worked.
The University of Arizona observes ten holidays each year, as designated by the President and approved by the Board of Regents. To receive compensation for a holiday, an employee must be at work or on an approved leave with pay on the normal work days preceding and following the holiday.