



**MEMORANDUM**

**TO:** All University Hospital Staff

**FROM:** Gerard Garcia *Gerard Garcia*  
Chief Human Resources Officer

**SUBJECT:** YEAR 2021 HOLIDAY SCHEDULE

**DATE:** October, 2020

The holiday schedule for **all University Hospital staff** for the calendar year 2021 is as follows:

1.	January 1, 2021	Friday	New Year's Day
2.	January 18, 2021	Monday	Martin Luther King Jr Day
3.	April 2, 2021	Friday	Good Friday
4.	May 31, 2021	Monday	Memorial Day
5.	July 4, 2021	Sunday	Independence Day
6.	September 6, 2021	Monday	Labor Day
7.	November 25, 2021	Thursday	Thanksgiving Day
8.	November 26, 2021	Friday	Day After Thanksgiving
9.	December 25, 2021	Saturday	Christmas Day

**STAFF RECEIVE SIX (6) FLOAT HOLIDAYS**

For staff members on a seven-day workweek schedule, a holiday falling on a Saturday or Sunday is observed on that day. Premium pay will be given only to staff members working the actual holiday.

For employees on a Monday to Friday standard workweek schedule, a holiday falling on a Sunday is observed on the following Monday; a holiday falling on a Saturday is observed on the preceding Friday.

Premium pay is not given for work performed on Good Friday or on the Day after Thanksgiving for non- exempt staff.

Only regular full and part-time staff who are in active payroll status as of January 1, 2021, and full-time temporary staff who have been continuously employed for six (6) months as of that date, are eligible for six (6) float holidays.

Regular staff hired between January 2, 2021 and July 1, 2021 will be credited with three (3) float holidays in July 2021. Staff who are on unpaid leave on January 1, 2021, but return from leave on or before July 1, 2021 will be credited with three (3) float holidays.

Float Holidays must be taken between January 1, 2021, and December 31, 2021, or they are forfeited.

Regular part-time staff shall be paid for Float Holidays on a prorated basis in accordance with the length of their workweek.

Float Holidays, except in the case of personal emergencies, must be requested at least one week in advance. Float Holidays may be used for religious holidays.

Supervisors shall only approve a Float Holiday if the staff member's absence does not interfere with University operations.