

UAM OPERATING PROCEDURE 405.4

UNUSED UNIVERSITY HOLIDAY HOURS

All non-classified staff and full-time faculty are eligible to receive holiday pay only if they are in a pay status appointment on their last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.

The following policy addresses unused University holiday time for non-classified staff employees.

Employees who are required to work on Board designated holidays contained in UA Systemwide Policy and Procedure 435.1 will not receive time and one-half pay. They will be entitled to maintain the unused University holiday hours. These hours will be moved to the employee's annual leave balance, as soon as administratively possible, once an audit is complete to confirm the appropriate amount of hours to be moved.

Revised: July 21, 2023

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Revised: July 1, 2011

February 9, 2000