## FAYETTEVILLE POLICIES AND PROCEDURES

## 2014-2015 Holiday Schedule

The University of Arkansas, Fayetteville, will observe the following holidays during the period July 1, 2014 through June 30, 2015:

1.	July 4, 2014	Independence Day
2.	September 1, 2014	Labor Day
3.	November 27, 2014	Thanksgiving Day
4.	November 28, 2014*	Thanksgiving Holiday
5.	December 24, 2014	Christmas Eve
6.	December 25, 2014	Christmas Day
7.	December 26, 2014	In lieu of Veteran's Day
8.	December 29, 2014	In lieu of employee's birthday
9.	December 30, 2014	Charged to annual leave**
10.	December 31, 2014	Charged to annual leave**
11.	January 1, 2015	New Year's Day
12.	January 2, 2015	Charged to annual leave***
13.	January 19, 2015	Dr. Martin Luther King's Birthday
14.	March 27, 2015	Friday of Spring break, in lieu of George
		Washington's/Daisy Gatson Bates' Day
14.	May 25, 2015	Memorial Day

<sup>\*</sup>Declared by Governor

When a holiday (except December 25) falls on a Saturday, the preceding Friday is observed; when December 25 falls on a Saturday, the following Monday is observed. When a holiday (except December 24) falls on a Sunday, the following Monday is observed.

All regular salaried and non-student extra help employees are eligible to receive holiday pay provided they are in paid status the last scheduled work day before the holiday and the first scheduled work day after the holiday, in accordance with Arkansas Code Ann. §1-5-104.

Employees who work less than full-time may take the holiday at a rate proportionately equal to their time worked. For example, if an employee works half-time, a holiday would be granted equivalent to four (4) hours.

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<sup>\*\*</sup>Employees who do not wish to use annual leave on December 30 and 31 may make up the time by working extra hours during the early part of December. Specific information will be provided to employees and departments before December 2014.

<sup>\*\*\*</sup> Employees who do not wish to use annual leave on January 2 may make up the time by working extra hours during the month of January. (Special Note: In the event the governor declares January 2nd a special holiday, annual leave will not be charged and time will not need to be made up in the month of January.) Specific information will be provided to employees and departments before December 2014.