



Central Human Resources
 Holiday Pay/Employee Separation Revisions
 Staff and Administration Employees Only
 Frequently Asked Questions

1. What is a leave of absence without pay?

A. Leave of absence without pay means the employee is not working and not using authorized leave

2. What is authorized leave?

A. Leave request that has been approved by the supervisor

3. What is a non-pay status the day before and the day after a holiday?

A. The employee is not working and is not using authorized leave the day before and the day after the holiday

4. Can an employee's resignation date be extended to a holiday? **No.** The date of separation shall not be extended by the use of leave leading into or following a holiday.

Example

- Employee submits their resignation for Monday, July 4th
- Employee has requested annual leave for Friday, July 1st
- Supervisor should advise employee that USF does not accept resignations on holidays
- Employee will not be eligible to receive holiday pay for July 4th
- Resignation date must be resubmitted

5. Can the employee use leave on their last day of employment following a university holiday?

A. **No.** The employee must actively work on their last scheduled day of work, if that date immediately follows the holiday.

6. What if the employee calls in sick on their last day of employment following a holiday. Will the employee receive holiday pay?

A. **No.** The employee will not be eligible to receive holiday pay. Extenuating circumstances may be reviewed by CHR/HR Branches on a case-by-case basis.



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7. If the employee separates the day before Winter break begins will the employee receive holiday pay?
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