

CentraHuman Resources Holiday Pay/EmployeSepartion Revisions Staff and Administration Employees Only Frequently Asked Questions

- 1. What is a leave of absence without pa9
 - 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 anothe day after aholiday?
 - A. The employee is <u>not working</u> and is <u>not using authorized leave</u> the day before and the day after the holiday

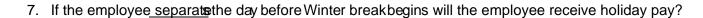
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- Employee submits their resignation for Monday, July 4th
- Employee has requested annual leave for Friday, July 1st
- Supervisor should advise employee that USF does not accept resignations on holidays
- Employee will not be eligible to receive holiday pay for July 4th
- Resignation date must be resubmitted
- 5. Can the employee use leaven their last day of employmentfollowing a university holiday?
 - A. No. The employee <u>must actively</u>work on their last scheduled day of work, if that date immediately follows the holiday.
- 6. What if the employee calls in isk on their last dayof 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.

Questions: email: Leaveadmin@usf.edu



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