Personal & Scheduled Floating Holiday

Eligibility and Guidelines for Use of Personal Holidays for Academic Employees on the Twin Cities and Rochester Campuses

1. Academic employees (faculty, P&A, professionals-in-training except 9541, 9548, 9549, 9554, 9555, 9556 & 9559, and graduate assistants) who follow the Twin Cities/Rochester academic calendar and are eligible to receive University holiday pay are provided a floating personal holiday.

2. The timing of the holiday is to be mutually agreed to by the employee and the responsible administrator/supervisor. Follow the same procedure as you would for requesting vacation leave.

3. The holiday must be taken in whole day increments at the employee's current designated percentage (i.e., 8.0 hours for 100% employees; 7.2 hours for a 90% employee, etc.).

4. The holiday must be taken during the fiscal year between the dates of July 1 and June 30.

5. A person who has been terminated from University employment, either voluntarily or involuntarily, prior to his/her use of the personal holiday is not entitled to compensation for the holiday.