

**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 separate from USF on a holiday and request leave the day before the holiday?**

- A. **No.** The supervisor should not accept a resignation that falls on a holiday. 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.

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

- A. No.** The employee must be in a paid status (by either working or using authorized leave) the day before a holiday and the day after a holiday, and must actively work on their last scheduled day of work, if that date immediately follows the holiday.

**8. How does an employee become eligible to receive holiday pay for the Winter Break?**

- A.** The employee cannot extend the date of separation from employment by the use of leave leading into or following a holiday (including any designated University winter break). The employee must be in a paid status (by either working or using authorized leave) the day before a holiday and the day after a holiday, and must actively work on their last scheduled day of work, if that date immediately follows the holiday.

**Example - Year 2021/2022:**

- USF Winter Break began on December 20th. University reopens on January 3rd
- Employee must work or use authorized leave on December 17<sup>th</sup> and January 3<sup>rd</sup>
- Employee must actively work on their last scheduled day of work if that date immediately follows the holiday
- Employee's separation will be January 3<sup>rd</sup>
- Employee **must actively** work on January 3<sup>rd</sup> to receive holiday pay

**9. Employee's last day for retirement is November 30, 2022. Can the employee receive holiday pay for the Thanksgiving holidays (November 24-25) and take leave on November 30, 2022?**

- A. Yes.** The employee must work or use authorized leave on November 23, 2022 and November 28, 2022 to receive holiday pay. The employee can use authorized leave on November 30, 2022.