

**POLICY: 6Hx28:3C-02.5**



Responsible Official:  
Vice President, Organizational  
Development and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 11-18-1992

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## **Payment to Career Service Employees for Holidays Worked**

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### **Policy Statement:**

- I. If a holiday falls on a day that a career service employee is not scheduled to work, or if a career service employee is required to work on a holiday, the employee will be paid or given compensatory time off in accordance with college overtime policy.
- II. If a holiday falls on a day that an employee is not scheduled to work, a supervisor will grant compensatory leave to be taken within the next 15 workdays. If compensatory leave cannot be scheduled within 15 workdays, the employee will be paid for the holiday in accordance with the college overtime policy.

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### **Procedures:**

None

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### **Related Documents/Policies:**

See Policy 6Hx28:3C-02.3 "Overtime Compensation for Career Service Employees"

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### **Policy History:**

Adopted 1-19-83; Formerly 6Hx28:9-07; Amended 5-14-86; Amended 11-18-92; Repealed 11-2-16; Formerly 6Hx28:09-08