Personal & Scheduled Floating Holiday

Eligibility and Guidelines for Use of Personal Holidays for Civil Service and Union-Represented Staff Employees on the Twin Cities and Rochester Campuses

1. To be eligible, employees must be appointed at a designated percentage of time.
2. The holiday is to be taken at a time chosen by the employee, and approved by his/her supervisor. Follow the same procedure as you would for requesting vacation leave.
3. Supervisors may limit the number of employees permitted to take a personal holiday on any given day, subject to operational needs.
4. 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.).
5. The holiday must be taken during the fiscal year between the dates of July 1 to June 30.
6. A person who has been terminated from University employment, either voluntarily or involuntarily, prior to his/her use of the personal holiday shall not be entitled to compensation for the holiday.