

## **Cooperative Extension Policy on Paid Holidays When Local Office Schedules Differ from State Policy (adopted 10/25/00)**

In accordance with UWEX Unclassified Personnel Guideline #9<sup>1</sup>, University of Wisconsin unclassified staff (academic staff and faculty) annually receive the following paid holidays (the following summary is subject to change in UWEX UPG #9):

***Paid Holidays for all Unclassified Staff.*** Wisconsin Statutes, s.230.35(4), establish the following as paid holidays when offices of state government, including those of the UW System, are not required to be open for business:

- a. January 1 (New Year's Day)\*
- b. The third Monday in January, which shall be the day of celebration for January 15 (Martin Luther King, Jr. Day)
- c. The last Monday of May, which shall be the day of celebration for May 30 (Memorial Day)
- d. July 4 (Independence Day)\*
- e. The first Monday in September (Labor Day)
- f. The fourth Thursday in November (Thanksgiving Day)
- g. December 24\*\*
- h. December 25 (Christmas Day)\*
- i. December 31\*\*

\* If these days fall on a Sunday, the following day is a holiday. For annual pay basis staff, if these days fall on a Saturday, a floating legal holiday is granted in addition to the paid vacation entitlement specified in this Guideline.

\*\* For annual pay basis staff (i.e., not 9-month academic appointments, if these days fall on a Saturday or Sunday, a floating legal holiday is granted in addition to the paid vacation entitlement specified in this Guideline.

\*\*\* For purpose of this policy, one day is equated to 8 hours and one-half day is equated to 4 hours regardless of the actual length of a work day in an office.

Floating holidays can be used anytime during the same state fiscal year (July 1–June 30) at the discretion of the employee.

Cooperative Extension academic staff and faculty may be located in non-State of Wisconsin buildings governed by policies that recognize different paid holidays. When this is the case, Cooperative Extension academic staff and faculty can follow the local office's holiday schedule but are expected to not exceed the number of paid holidays that state policy permits. Paid vacation may be substituted for local office paid holidays that exceed the state policy.

Employees terminating employment mid-fiscal year will be credited a pro rata number of paid holidays. Holiday time taken in excess of the pro rata time will be covered by employee paid vacation or unpaid leave at time of employment separation.

<http://www1.uwex.edu/secretary/policies/section7/upg9.pdf>

---

<sup>1</sup> policy available in the UWEX Employee Handbook on the web at <http://www1.uwex.edu/secretary/policies/section7/upg9.pdf> (pages 56-57)