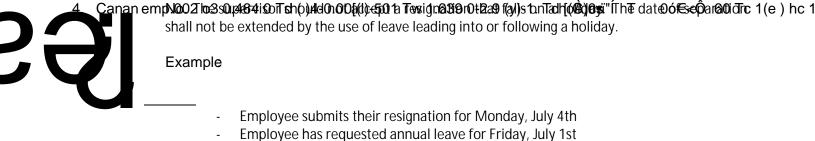


- 1. What is a leave of absence without page
  - A. Leave of absence without pay means the employee is not working and not using authorized leave
- 2. What is authorized leave?
  - A. Leave request that has been approved by the supervisor
- 3. What is a non-pay status the day before and the day after aholiday?
  - A. The employee is <u>not working</u> and is <u>not usingauthorizedleave</u> the day before and the day after the holiday



- 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 empoyee use leaven their last day of employment following a university holiday?

A. No. The employee <u>must actively</u>work on their last scheduled day of work, if that date immediately follows the holiday.

- 6. What if the employee calls in isk on their last dayof 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.

Questions: email: <u>Leaveadmin@usf.edu</u>



CentraHuman Resources Holiday Pay/EmployeSeparation Revisions Staff and Administration Employees Only Frequently Asked Questions

- 7. If the employee separate the day before Winter break begins will the employee receive holiday pay?
  - A. sdd h5 1 6>>BDC /9y48]TJ -0.00heisi Payi30 Tdt Tw -0. b(e)-hioe