

Q. What is a Delayed Holiday?

A. A delayed holiday is a type of compensatory leave.

Q. What type of employees are eligible for a Delayed Holiday?

A. Salaried exempt administration and faculty employees, not associated with a union are eligible to earn a delayed holiday. **This excludes Clinical Faculty.**

Q. How is a Delayed Holiday Earned?

A. A delayed holiday is earned when the eligible employee is required to work on a USF holiday or the holiday falls on an employee's regular scheduled day off.

Q. Will Salaried exempt administration and faculty employees, not associated with a union still be eligible to earn special compensatory leave?

A. These employees will no longer receive Special Compensatory leave for working on a USF holiday or if the holiday falls on an employee's regular scheduled day off.

Q. Can the Delayed Holiday hours be paid out?

A. The delayed holiday will not be eligible for a cash disbursement.

Q. How long can I keep my Delayed Holiday hours?

A. The delayed holiday must be used within six months of earning it, or it will be forfeited.

Q. If I have a change in status from an exempt employee to a non-exempt employee, what happens to my Delay Holiday balances?

A. The delayed holiday hours will be forfeited.

Q. How is the Delay Holiday tracked in the Automated Leave Tracking System (ALT)?

A. The HR Business Partner will enter a DH+ (positive) adjustment in ALT using the date of the **holiday**, the amount of hours earned, selecting a status of approved. Information must be entered in the comments section and a reason code of "**Earned**" selected on the "**Approval**" tab.

Q. I work a 4-day work week, 10 hours each day. How many hours of delayed holiday hours would I receive?

A. You would receive delayed holiday hours equivalent to the number of hours in your regular workday, not to exceed your appointed hours in a workweek. You will receive 10 hours.

Q. Can I use my delayed holiday hours in partial increments?

A. No. The delayed holiday must be taken in full day increments.