To All Leave Eligible Staff:

This year, Independence day is on Saturday, July 4th. When a legal holiday falls on a Saturday, leave eligible employees are granted eight hours of floating legal holiday (prorated, if part-time).

Floating holiday time can be used any time during the calendar/fiscal year in which it is earned in lieu of other leave (i.e. Vacation, Personal Holiday, Sick Leave). Legal and floating holiday hours must be used in the year in which it is granted:

- Employees paid bi-weekly must use the floating holiday by December 31, 2020
- Employees paid monthly must use the floating holiday hours by June 30, 2021

Legal Holidays: [https://www.wisconsin.edu/ohrwd/benefits/leave/holidays/](https://www.wisconsin.edu/ohrwd/benefits/leave/holidays/)

There are no provisions that allow staff to carryover floating holiday time into the next calendar or fiscal year.

Floating holiday requests are submitted like all other absence requests.

Biweekly Example 1 for FLSA Nonexempt Hourly:

Biweekly Example 2 for FLSA Hourly:

Monthly Example:
Contact us for More Information

If you have any questions/concerns, please feel free to contact to your UW Shared Services Payroll Coordinator below.

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Thank you,

Tara Barbosa
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