

## **MEMORANDUM**

**TO:** Faculty and Staff

**FROM:** Robert A. Altenkirch

**RE:** Paid Holidays

**DATE:** July 8, 2016

UAH currently recognizes 14 paid holidays per year. This past spring, the Staff Senate requested that we consider adding an additional paid holiday that would bring our number of paid holidays more in line with other state universities in Alabama.

We reviewed the paid holiday schedule at UA, UNA, and Alabama A&M. It appears that UA recognizes 18 paid holidays per year, UNA 25, and A&M 21. In addition to these paid holidays, we provide three personal days, UA one or two, depending on employment status, and UNA two. A&M does not provide personal days.

The major difference in paid holidays among these institutions is Spring Break, for which UA and UNA recognize five paid holidays. By adding four additional paid holidays to Spring Break, we currently recognize one, that would bring the paid holiday total at UAH to 21, the current 14 plus the four additional days during Spring Break plus the three personal days. Doing so would result in the number of paid holidays plus personal leave at UAH being comparable to UA, the difference being only in the number of personal days.

After consulting with the Staff Senate and the Faculty Senate leadership, we will add four paid holidays to Spring Break for spring 2017. The Paid Holidays calendar at <http://www.uah.edu/hr/benefits/other-services/holidays> and the Academic Calendar at <http://www.uah.edu/registrar/calendars> will be updated shortly.

Thanks,

Bob