Human Resources Announcement

For Employees, Managers, and Department Heads

2016 Campus Holiday

Indiana University provides Staff employees nine (9) paid holidays per year which includes the Campus Holiday. Each holiday is eight hours of pay for full-time Staff employees, with a prorated amount by FTE for part-time Staff Employees.

The Campus Holiday is a floating holiday that becomes available for use by all Staff employees starting March 1st. It can be taken at a date mutually agreeable to the employee and supervisor. In order to receive this holiday, the employee must meet the following criteria:

- Be on appointment (50% FTE or greater) on or prior to March 1
- Be in Active Status (Employee Status “A” in HRMS) or on a Partial Leave of Absence (Employee Status “P” in HRMS) on March 1. Staff employees who are on a full Leave of Absence (L) in HRMS on March 1 do not receive the holiday.

The 2016 Campus Holiday must be taken before the end of the last full pay period in December 2017:

- For PAE Staff the date is December 31, 2017
- For Support, Service, and PAO and PAU Staff the date is December 30, 2017

Please refer to the Holidays policy for Staff employees at: policies.iu.edu/policies/categories/human-resources/time-off/Holidays.shtml or contact University Human Resources at 6-6047 if there are questions about this holiday.

University Human Resources
February 18, 2016