

Human Resources **Announcement**

For Employees, Managers, and Department Heads

2018 Campus Holiday

The Campus Holiday is a floating holiday that becomes available for use by all Staff employees starting March 1. It can be taken at a date mutually agreeable to the employee and supervisor.

In order to receive this holiday, the staff employee must meet the following criteria:

- Be on a staff appointment (50% FTE or greater) on March 1
- Be in Active Status or on a Partial Leave of Absence on March 1. Staff employees who are on a full leave of absence on March 1 do not receive the Campus Holiday.

The 2018 Campus Holiday must be taken before the end of the last full pay period in December 2019.

Please refer to the Holidays policy for Staff employees at policies.iu.edu, or contact IU Human Resources at askhr@iu.edu if there are questions about this holiday.

*IU Human Resources
February 16, 2018*