



FLORIDA STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

2015-2016 Personal Holiday (USPS Employees Only)

All full-time USPS employees are eligible for one eight-hour Personal Holiday each fiscal year (July 1 – June 30). Part-time USPS employees are eligible for a prorated Personal Holiday based upon their full time equivalent (FTE). **USPS employees will lose their 2015–2016 Personal Holiday if it is not taken by June 30, 2016.**

Reminders

Personal Holidays may only be taken with prior supervisory approval. The entire 8 hours (or prorated amount for part-time USPS employees) must be used in one workday; employees with workdays that cross midnight may use the appropriate portion of their Personal Holiday on two dates.

The **2016–2017 Personal Holiday** will be available for use by eligible USPS employees on **July 1, 2016**.

Questions? Contact Jonathan Banks at (850) 644-1449 or jebanks@fsu.edu.