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## Veterans Day Legislation

The [Iowa Code](#) provides employees who are veterans with time off for Veterans Day, November 11, if the employee would otherwise be required to work. Employees are to provide at least one month of notice if they intend to request time off, and employers may only deny requests if granting the time would impact public health or safety, or would cause the employer to experience significant economic or operational disruption. University employees, including student employees, who are veterans as defined in [chapter 35.1](#) of the Iowa Code may request time off on Veterans Day by following their normal procedures to request time off ensuring the employee's supervisor receives the notice no later than October 11 each year. If a faculty or staff supervisor receives a request pursuant to this legislation and is unsure if an employee is a veteran, they may contact Human Resource Services (HRS) at 273-2422 to confirm. If unconfirmed, HRS may contact the employee asking them to provide the necessary documentation.

**The legislation does not require additional pay for Veterans Day, so those who accrue vacation may utilize accrued time to remain in paid status.** The University will continue to operate on Veterans Day, in order to provide uninterrupted services to students, patrons and the community.

## Veterans Day FAQ

### When is Veterans Day?

Veterans Day is an annual federal holiday observed on November 11.

### Who is eligible to request time off on Veterans Day?

Faculty, staff, or student employees who meet the Iowa Code definition of a veteran and are required to work on November 11 are eligible to request time off on Veterans Day. The time off request must provide at least one month of notice.

### What is the definition of a veteran?

Veteran is defined by [chapter 35.1](#) of the Iowa Code.

### Can a request for time off on Veterans Day be denied?

A request for time off on Veterans Day may be denied if providing time off would impact public health or safety or would cause the employer to experience significant economic or operational disruption. A request may also be denied if proper documentation to prove veteran status is not provided or if the request for time off is not provided at least one month in advance of Veterans Day.

### How will supervisors know which employees are veterans?

Supervisors may contact Human Resource Services (HRS) at 273-2422 to confirm veteran status of an employee who requests November 11 off as it relates to Veterans Day legislation. If HRS does not have confirmation of an employee's veteran status, they may contact the employee to provide the necessary documentation. For those employees who accrue vacation or have compensatory time earned, available balances may be used to remain in paid status. As an alternative, employees and supervisors may arrange to make up the work within the same work week at the supervisor's discretion.

**How does an employee remain in paid status if a request for time off on Veterans Day is approved?**

For those employees who accrue vacation or have compensatory time earned, available balances may be used to remain in paid status. As an alternative, employees and supervisors may arrange to make up the work within the same work week at the supervisor's discretion.

**For staff member who does not accrue vacation, does not have compensatory time or prefers to take the time off as unpaid how should the time card be coded?**

If a staff member (non-faculty and non-graduate assistant) does not accrue vacation, does not have available vacation or compensatory time to remain in paid status, or is not able or does not wish to make up the time during the same work week, they must take the time off as unpaid. Employees who have available vacation or compensatory time available may also request the time off as unpaid. For Hourly Paid Salary or Salaried employees, Off Duty should be recorded on the employee's timecard. Hourly employees, including students, would not code any hours for the time off.

**What obligation does faculty have when requesting time off on Veterans Day?**

Faculty members who intend to request time off should make arrangements with the department head to cover classes or other work obligations on November 11.

**Since Graduate Assistants don't accrue vacation, how is their approved time off on Veterans Day handled?** Graduate Assistants should contact their supervisor to arrange for work to be made up within the same work week.

**Can an employee work a partial day, for example just take off the afternoon?**

A portion of the employee's scheduled work day may be requested for time off on Veterans Day and is subject to the appropriate approvals and parameters as outlined above.

Revised 06/2021