

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	September 2004
Policy 4.7.10	Holidays	Responsibility:	Vice President for Human Resources

HOLIDAYS

Policy

All employees appointed at least twenty (20) hours per week for a period of four and one-half (4½) months or more in positions not requiring student status are entitled to holidays as provided by state law and approved annually by the Chancellor of The University of Texas System.

Components of The University of Texas have the authority to establish their own holiday schedule in keeping with the academic schedule, provided the number of holidays does not exceed the number of holidays to which state employees are entitled.

1. Eligible hourly and part-time employees will be granted holiday time on a basis that is proportionate to the hours of their appointment.
2. Eligible employees whose work schedules differ from the normal office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, will be granted the equivalent number of holidays each year as employees working normal office hours.
3. A state agency or institution of higher education must have enough state employees on duty to conduct business during days designated as skeleton crew days. Therefore, employees may be required to work on those days to ensure adequate staffing levels.
4. Employees required to work during an approved holiday period will be allowed compensatory time off on a straight-time basis during the twelve-month period following the date of the holiday worked.
5. Employees may be paid on a straight-time basis for hours worked during a holiday period when using equivalent time off (State compensatory time) would be disruptive to normal teaching, research, patient care, and other critical functions.
6. If a state or national holiday occurs between the dates that an employee separates from one state agency and begins employment with another state agency or institution of higher

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education without a break in service, the agency or institution of higher education to which the employee transfers is responsible for paying the employee for the holiday regardless of whether the agency or institution of higher education that receives the new employee recognizes the holiday.

7. An employee may observe an “optional holiday” by working on a skeleton crew state holiday during the same fiscal year. The employee must be eligible to take the optional holiday meaning that he or she is a state employee on the last workday before or the first workday after an optional holiday, or on both workdays.

A state employee may not agree to give up the Friday after Thanksgiving Day or the 24th or 26th of December.

Definitions

SKELETON CREW HOLIDAY: A skeleton crew holiday is a holiday designated by the University.

STATE COMPENSATORY TIME: Whether or not an employee has worked more than forty (40) hours in one week, if the total number of hours worked and paid leave or paid holidays exceeds forty (40), the employee shall be allowed equivalent time off (state compensatory time) equal to the number of hours in excess of forty (40) hours. The State compensatory time earned must be used within twelve (12) months of the end of the workweek in which it was accrued.

Procedures

1. Employees do not need to request time off for any official holiday.
2. Supervisors should ensure adequate staffing levels are maintained on skeleton crew days.
3. Employees must have supervisory approval before using the floating holiday.
4. Employees who work on designated skeleton crew holidays earn straight-time equivalent time off (state compensatory time) that must be used within twelve months following the week in which it was earned. Records of such compensatory time earned and used must be maintained by the employing department.