

January 9, 2007



MEMORANDUM

TO: HRPartners  
Academic Council

CC: Deans, Vice Presidents, Chairs, and Directors

FROM: Brett L. Morris  
Assistant Vice President for Human Resources

SUBJECT: Documenting Employee Time for the Recent National Day of Mourning  
(OHR 2007-016)

Governor Rick Perry instructed all state agencies and institutions to observe a National Day of Mourning on Tuesday, January 2. As you remember, this day was set aside to honor former President Gerald R. Ford.

The UT System has advised that January 2 should be documented in the same manner as a federal holiday that did not require a skeleton crew. This means that:

- Employees who are eligible for holiday pay will be paid for January 2 at the same rate as for a holiday.
- Employee time off on that day should be indicated as "Other" on time sheets.
- Any employee who worked on January 2 will earn an hour of equivalent time for each hour worked.
- Any employee already scheduled for vacation or sick leave on January 2 should have that day changed to "Other." His or her leave balances should not be charged.

Please do not hesitate to contact Ms. Debbie Cash (567-2590) or me if you have any questions regarding this issue.

OHR 2007-016