



July 5, 2007

MEMORANDUM

TO: Faculty and Staff

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

SUBJECT: Fiscal Year 2007-08 Holiday Schedule
(OHR 2007-037)

If you supervise employees who don't have email access, could you please print a copy of this memo for them or post a copy where they will see it? Thank you.

In Fiscal Year 2007-08, eligible UT Health Science Center employees will receive eleven paid holidays as follows:

HOLIDAY	DAY	DATE
Labor Day	Monday	September 3, 2007
Thanksgiving Day	Thursday	November 22, 2007
Day After Thanksgiving	Friday	November 23, 2007
Christmas Eve Day	Monday	December 24, 2007
Christmas Day	Tuesday	December 25, 2007
Day After Christmas	Wednesday	December 26, 2007
New Year's Day	Tuesday	January 1, 2008
Martin Luther King, Jr. Day	Monday	January 21, 2008
Presidents' Day	Monday	February 18, 2008
Memorial Day	Monday	May 26, 2008
Independence Day	Friday	July 4, 2008

In addition to these dates, all employees who are eligible to receive paid holidays will also receive three days of Personal Leave. If you are a part-time employee, you will accrue Personal Leave based on the hours in your normal work schedule.

For example, if you regularly work 50% time, a Personal Leave day for you will be four hours instead of eight hours.

Personal Leave may be taken as leave *with pay* by eligible employees. For example, the Health Science Center will not observe the Battle of Flowers Parade Day on Friday, April 25, 2008, but those employees who are eligible may use Personal Leave to observe the day off with pay.

Remember, it is important to schedule Personal Leave off in advance with your supervisor just as you do vacation days.

Please contact the Office of Human Resources at (210) 567-2590 if you have any questions about this holiday schedule. Thank you.

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