



UT System Administration Policy Library -- Policy INT140 **Holidays**

Responsible Officer: Associate Vice Chancellor for Employee Benefits and Services
Sponsoring Office: Office of Employee Services
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POLICY STATEMENT

The Texas Government Code provides institutions of higher education the authority to establish their own holiday schedules. The University of Texas System Administration will establish a holiday schedule that is more compatible with the academic calendars of the institutions we serve. System Administration will observe the same number of holidays observed by employees of state agencies.

Employees appointed to work at least twenty hours per week for a period of at least four and one-half months in positions not requiring student status are entitled to paid holidays proportionate to the hours appointed to work in accordance with state law and the System Administration holiday schedule.

RATIONALE

This policy provides for administration of holidays.

SCOPE

All Offices of UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/int140.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

| | |
|---|--|
| UT System Administration Policies & Standards | Other Statutes, Policies & Standards |
| <ul style="list-style-type: none"> • <u>Board of Regent' Rules and Regulations, Rule 30201</u> • <u>INT117, Beginning and Ending Employment Dates</u> | <ul style="list-style-type: none"> • <u>Texas Government Code §§ 662.001, 662.003– 662.013</u> • <u>Texas Government Code § 661.035</u> • <u>Texas Administrative Code, Title 34, Part 1, Chapter 5</u> |

CONTACTS

If you have any questions about UT System Administration Policy INT 140, *Holidays*, contact the following offices:

| Subject | Office Name | Telephone Number | Email/URL |
|---------------------------------------|-----------------------------|------------------|---|
| Human Resources/ Employee Benefits | Office of Employee Services | 512-499-4587 | <u>esc@utsystem.edu</u> |

DEFINITIONS

Floating Holiday

A holiday (8 hours for a full-time employee) that may be included in the fiscal year holiday schedule which may be used at any time during the fiscal year with prior approval of the employee's supervisor.

Holiday Compensatory Time

Equivalent time off earned by a holiday pay eligible employee who is required to work on a designated holiday which must be used within 12 months of the holiday hours worked.

Optional Holidays

Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday.

Skeleton Workforce

Sufficient staffing to conduct official business on specifically designated holidays.

RESPONSIBILITIES

Office of Employee Services

- Prepares the System Administration holiday schedule and submits the schedule to the Vice Chancellor for Administration for approval.
- Processes holiday pay payments for employees who separate from employment.

Employee

- Works as designated on holidays for which a skeleton workforce is required.
- Accurately records time worked on the Weekly Time Report in the Electronic Timekeeping System (ETS)
- Coordinates with supervisor in advance to observe an optional holiday.

Supervisor

- Ensures sufficient staffing to conduct official business on holidays for which a skeleton workforce is required.

- Gives supervisory approval before an employee may use a floating holiday.
- Reviews employees' Weekly Time Reports to ensure time worked and time off is accurately recorded; approves Weekly Time Reports.

PROCEDURES

1.1 The Office of Employee Services prepares the annual holiday schedule, submits it to the Vice Chancellor for Administration for approval, and publicizes the approved schedule.

1.2 An eligible employee whose work schedule differs from the normal office hours of 8:00 am to 5:00 pm, Monday through Friday, will be granted the equivalent number of holidays each year as employees working normal office hours.

1.3 Employees do not need to request time off to observe designated holidays.

2. Floating Holidays

A holiday pay eligible employee may use floating holidays (proportionate to the time appointed to work) anytime during the fiscal year with the supervisor's approval. The floating holiday should be used in the current fiscal year. Unused floating holiday hours will carry over from one fiscal year to the next.

3. Optional Holidays

An employee may observe an optional holiday in lieu of a designated holiday by working on a holiday for which a skeleton workforce is required, using accrued vacation leave, or using floating holiday or compensatory time. The employee must coordinate with their supervisor prior to observing the optional holiday.

4. Working on Holidays

4.1 Supervisors will ensure sufficient staffing to conduct official business on holidays for which a skeleton workforce is required.

4.2 An employee who works on a designated holiday records time worked on the Weekly Time Report in the Electronic Timekeeping System (ETS). ETS will credit the employee with compensatory time for the amount of time worked on an hour-for-hour basis. The holiday compensatory time earned must be used within 12 months of the hours worked or it will expire.

5. Payment for Holidays

5.1 An individual must be an employee on the workday before and after a designated holiday in order to be paid for that holiday, unless the holiday falls on the employee's first or last workday of the month. An employee who is on leave without pay is not considered an employee for purposes of this section. See Appendix for examples of when payment for holidays is authorized.

5.2 If a holiday occurs between the dates an employee separates from one state agency or institution of higher education and begins employment with another 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 that agency or institution recognizes the holiday.

5.3 An employee may be paid on a straight-time basis for hours worked on a holiday when using holiday compensatory time would disrupt normal teaching research, or other critical functions.

5.4 The Office of Employee Services processes holiday pay payments for eligible employees and the estates of deceased employees in accordance with state law.

5.5 An employee, including a classified employee within the probationary period, will be paid for unused floating holiday hours upon separation from employment.

5.6 The estate of a deceased employee will be paid for each designated holiday that is scheduled to fall within the period after the date of death and during which the employee could have used vacation and sick leave. Payment will be proportionate to the hours appointed to work. To determine the period during which leave could have been used and the number of designated holidays, the employee's total leave balance is allocated over the workdays after the employee's death and holiday hours are added as a designated holiday occurs during the period. Total leave balance includes the employee's accrued vacation leave plus the lesser of one-half of the employee's accrued sick leave or 336 hours of sick leave.

FORMS AND TOOLS / ONLINE PROCESSES

[Current Holiday Schedule](#)

APPENDIX

Examples of When Payment for Holidays is Authorized

| IF | THEN |
|---|---|
| A designated holiday falls after the first workday of the month and before the last workday of the month, such as Independence Day, | The individual must be an employee on the last workday before and the first workday after the holiday to be paid for the holiday. |
| The first workday of the month is a designated holiday, such as New Year's or Labor Day, | The individual must be an employee on the day after the holiday to be paid for the holiday. |
| The last workday of the month is a designated holiday, such as Memorial Day, | The individual must be an employee on the day before the holiday to be paid for the holiday. |

Keywords: holidays, skeleton crew, holiday, leave, time off, absence, HR, human resources
