



## FY 2022 Holiday Schedule

Date	Day	Holiday	UT System Status
September 6, 2021	Monday	Labor Day	Closed
November 25, 2021	Thursday	Thanksgiving Day	Closed
November 26, 2021	Friday	Friday After Thanksgiving	Closed
December 24, 2021	Friday	Christmas Eve	Closed
December 27, 2021	Monday	Winter Break	Skeleton Workforce Required
December 28, 2021	Tuesday	Winter Break	Skeleton Workforce Required
December 29, 2021	Wednesday	Winter Break	Skeleton Workforce Required
December 30, 2021	Thursday	Winter Break	Skeleton Workforce Required
December 31, 2021	Friday	Winter Break	Skeleton Workforce Required
January 17, 2022	Monday	Martin Luther King, Jr., Day	Closed
May 30, 2022	Monday	Memorial Day	Closed
July 4, 2022	Monday	Independence Day	Closed

### Holiday Leave

Employees who are appointed to work at least 20 hours per week for a period of at least 4.5 continuous months are eligible for holiday leave. This does not include positions which require student status as a condition of employment. Holidays are compensated at 8 hours per day for full-time employees. Eligible part-time employees receive holiday pay proportionate to the number of hours appointed to work weekly. The number of annual holidays a state agency is permitted to observe is determined by the national and state holidays referenced in Sec. 662.003 of the Texas Government Code including where those holidays fall during the calendar week. Holidays that fall on a weekend are not included in the total annual count. Institutions of higher education are granted flexibility to establish their own schedules. U.T. System observes the same number of holidays as other state agencies though the dates may differ.

### Skeleton Workforce Required

Offices must remain open and sufficiently staffed to conduct official business.

### Floating Holiday

Depending on the number of holidays within a fiscal year, a floating holiday may be included in the holiday schedule. If included in the holiday schedule, full-time employees will receive 8 hours of floating holiday leave per award. Part-time employees will receive a proportionate amount based on the number of hours appointed to work weekly.

### Holiday Compensatory Time

Employees who work on a holiday will receive equivalent time off categorized as holiday compensatory time. Earned holiday compensatory time may be used as leave within the 12-month period following the holiday worked.

### Optional Holidays

The legislature has designated Rosh Hashanah, Yom Kippur, and Good Friday as optional holidays. An employee eligible for holiday leave may observe optional holidays by working on any holiday in which a skeleton workforce is required or by using applicable accrued leave.