

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN  
OFFICE OF HUMAN RESOURCES  
POLICY AND PROCEDURES MEMORANDUM**

**HOLIDAYS**

**DATE:** February 1, 2006

**1. PURPOSE**

This policy provides for administration of holiday time for employees.

**2. POLICY**

The legislature provides institutions of higher education the flexibility to establish their own holiday schedules. This flexibility allows the university to establish a holiday schedule that is more compatible with the academic calendars of the components we serve. Accordingly, the university observes the same number of holidays observed by state agencies even though our respective holiday schedules may differ. The President has the authority to approve annually the holiday schedule for the university in keeping with the academic schedule, provided the number of holidays does not exceed the number of holidays to which state employees are entitled.

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

- 2.1** Paid holiday leave is provided to regular employees who are appointed to work at least 20 hours per week for a period of at least four and one-half continuous months. Employees appointed less than full-time but at least 20 hours per week are eligible for holiday leave, proportionate to the number of hours appointed.
- 2.2** 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.
- 2.3** The institution must have enough 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.
- 2.4** Employees may be paid on a straight-time basis for hours worked during a holiday period when using compensatory time would disrupt normal teaching, research, or other critical functions.
- 2.5** If a state or national holiday occurs between the dates that an employee separates from the university and begins employment with another state agency 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.

- 2.6 An employee may observe an “optional holiday” by working on a skeleton crew holiday, using designated floating holidays, or using accrued vacation leave. Optional holidays include Rosh Hashanah, Yom Kippur, Good Friday, and Cesar Chavez Day.

### 3. PROCEDURES

- 3.1 The Holiday Schedule for the fiscal years of the current biennium can be found on the UTPB Office of Human Resources website, [http://www.utpb.edu/utpb\\_adm/businessaffairs/officeofpersonnel/main\\_holidays.htm](http://www.utpb.edu/utpb_adm/businessaffairs/officeofpersonnel/main_holidays.htm)
- 3.2 Employees do not need to request time off for any official holiday.
- 3.3 Supervisors should ensure adequate staffing levels are maintained on skeleton crew days.
- 3.4 Employees who work on designated skeleton crew holidays earn straight-time 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.
- 3.5 Payment to the estate of a deceased employee who at the time of death is normally scheduled to work at least 40 hours a week will include eight hours payment for each state or national holiday that is scheduled to fall within the period after the date of death and during which the employee could have used leave.
- 3.6 Payment to the estate of a deceased employee who at the time of death is normally scheduled to work fewer than 40 hours a week will include payment for each state or national holiday, computed as for full-time employees, but proportionally reduced according to the number of the employee's normally scheduled weekly work hours.

### DEFINITIONS

**Holiday Compensatory Time:** Employees who work on a holiday will receive equivalent time off within the 12-month period following the holiday worked.

**Optional Holidays:** The legislature has designated Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday as optional holidays. A holiday pay-eligible employee may observe optional holidays by working on any holiday in which a skeleton workforce is required or by using vacation leave.

**Skeleton Workforce:** Offices must remain open and sufficiently staffed to conduct official business.

**State Compensatory Time:** Whether or not an employee has worked more than forty hours in one week, if the total number of hours worked and paid leave or paid holidays exceeds forty, the

employee shall be allowed compensatory time off equal to the number of hours in excess of forty hours. The compensatory time earned must be used within twelve months of the end of the workweek in which it was accrued.

**4. AUTHORITY**

*Texas Government Code*, §§ 662.001, 662.003– 662.011, 661.035  
*Texas Education Code*, § 61.003

**5. APPLICATION**

This policy applies to The University of Texas of the Permian Basin.