



**SUB-TOPIC  
HOLIDAYS**

### **A. Policy Statement**

The University of Texas at Dallas provides paid holiday leave in accordance with provisions of the Texas Government Code.

### **B. Scope**

This policy applies to any employee who is appointed to work at least twenty (20) hours per week for a period of at least four and one-half (4 1/2) continuous months. Faculty must be appointed for at least fifty percent (50%) time for at least four and one-half (4 1/2) continuous months to be eligible for holidays. Students employed in positions that require student status as a condition of employment are not eligible for holidays.

### **C. Employees Appointed Less than Full-Time**

Eligible employees appointed less than full-time will be granted holiday leave based on the percent of hours appointed.

### **D. Holiday Schedule**

The number of holidays is authorized by the Legislature. The University administration may rearrange the approved holiday schedule within the total number of days provided by the Legislature to the extent authorized by law. The schedule is distributed to employees annually.

### **E. Floating Holiday**

At the discretion of the University, an annual holiday schedule may include some number of floating holiday hours that may be used by full-time, regular employees. Regular employees appointed for less than 40 hours receive floating holiday hour entitlement proportionate to the number of hours worked. Use of floating holiday time may be scheduled at any time during the fiscal year with the prior approval of the employee's immediate supervisor. Unused floating holiday time carries over from one year to the next. Employees are paid for any unused floating holiday time upon separation from the University.

### **F. Payment of Holiday for Transferring Employees**

If a state or national holiday falls between the dates an employee transfers, without a break in service, from one state agency or institution of higher education to another, the agency to which the employee transfers is responsible for paying the employee for the holiday, regardless of whether the agency or institution of higher education that received the new employee recognizes the holiday.



**SUB-TOPIC  
HOLIDAYS, Continued**

### **G. Holiday Compensatory Time**

When a holiday falls on an employee's day off or an employee is required to work on a holiday, the employee will be granted straight time holiday compensatory time in lieu of the holiday. Employees may be paid for holiday compensatory time hours on a straight time basis when the taking of the holiday compensatory time would be disruptive to normal teaching, research or other critical functions. The holiday compensatory time must be taken or paid out during the 12-month period following the date of the holiday.

The holiday compensatory time may also be used to observe any additional religious holiday or holidays, or state or national holiday that is not officially observed by the University. This time off must be scheduled with the prior approval of the employee's immediate supervisor.

### **H. Employee Responsibilities**

Use of accrued holiday compensatory time must be scheduled with the prior approval of the employee's immediate supervisor. The employee shall promptly and accurately record the use of leave.

### **I. Supervisor Responsibilities**

The supervisor must review and approve the use of holiday compensatory time, verify that the employee has accurately recorded such leave, and sign the time report.

### **J. Delegation of Authority**

Authority is hereby delegated to the department head or designee to determine holiday work schedules and approve use of holiday compensatory leave.

**For Assistance:** Questions regarding holiday leave should be directed to the Office of Human Resources

Source: Texas Government Code 662.004, 662.007, 662.0072, 662.011