Section 3	Human Resources Policies	05/01/95-Originated
Subject 3.9	Leave Administration	08/01/08-Reviewed w/ Changes -Reviewed w/o Changes
Policy 3.6.6	**Official Holidays**	Human Resources -Author

Official Holidays

Policy

UTMB provides its benefit-eligible employees time off from work to observe authorized State holidays. Employees required to work on a designated UTMB holiday will receive state compensatory time off equivalent to the amount of time granted for the holiday or will be paid for the amount of time granted for the holiday. Supervisors must make every effort to schedule employees so that compensatory time can be used.

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or veteran status.

Holiday Schedule

Annually, UTMB administration reviews, develops the schedule, and distributes a memorandum of designated holidays in accordance with applicable State laws.

Alternative Observance

With their supervisors' approval, employees may observe officially approved optional holidays in lieu of an officially approved holiday. The employee's department must be operating the day of the approved holiday he/she wishes to work in exchange for observing one of the above holidays. If the department is not open and staffed to conduct business on the approved holiday, then the employee may not work during the approved holiday and must use his/her personal leave time to observe the unapproved holiday.

Refer to the list of scheduled holidays and approved alternative holidays.

Separation of Employment

Employees who separate from UTMB with accrued compensatory time are not eligible for monetary compensation for the time not used.

Holiday Benefit

Employees receive holiday benefit proportionate to their appointment status. For example, twenty (20) hour employees receive four (4) hours holiday per eight (8) hours holiday while forty (40) hour employees receive an eight (8) hour holiday.

Working on Holiday(s)

If an employee has already completed a regular workweek and a holiday coincides with an employee's regularly scheduled day off, the employee will be granted state compensatory time or be paid for the holiday based on the decision of the entity leader. Employees granted state compensatory time must have their supervisor's approval to take time off and must take time off within twelve (12) months of accruing the compensatory time.

Employees required by their supervisors to work on a holiday will be given compensatory time to be taken within twelve months or will be given pay equal to the amount of time granted for the holiday. The Entity Leaders will determine whether compensatory time or pay will be granted for worked holidays in each entity.

Holidays and Other Leaves

An approved holiday occurring while an employee is on vacation, sick leave, or personal leave is regarded as a holiday and shall not be charged against the employee's personal leave.

An approved holiday occurring during an employees' leave of absence without pay is not a creditable holiday benefit.

Personal Holiday Leave

Employees no longer accrue Personal Holiday Leave (PHL). Previously accrued PHL will roll over from one year to the next without forfeiture. Employees wishing to use PHL must obtain supervisory approval in advance.

Reference

Policy 3.4.8 Compensatory Time

Texas Government Code, Sections 662.005 – 662.011

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