

**Institutional Handbook of Operating Procedures
Policy 03.06.06**

Section: Human Resources	Responsible Vice President: Vice President and Chief Human Resources Officer
Subject: Leave Administration	Responsible Entity: Human Resources

I. Title
Official Holidays

II. Policy
UTMB provides its benefits-eligible employees time away from work in observance of authorized state and national holidays listed on the institution’s Official Holidays Schedule.

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, gender identity or expression, genetic information, or veteran status.

III. Eligibility
All benefits-eligible employees who are appointed to work at least 20 hours per week in a position that does not require student status as a condition of employment are eligible to receive holiday credit according to their appointed hours/FTE status. Certain employees who are appointed at 0.9 FTE (36 hours per week) and placed in the “36/FT Ben” employment class will receive holiday credit at the full-time rate. Holiday hours are based on an employee’s FTE status at the time the holiday credit is granted.

Employees who move from a non-benefits eligible position to a benefits-eligible position will begin receiving holiday credit as of the date of the status change. Hours will be prorated based on FTE status.

Employees who move from a benefits-eligible position to a non-benefits eligible position will no longer be able to receive or use holiday credit. Accrued but unused holiday hours are frozen until the employee returns to a benefits-eligible status or terminates employment.

An employee must be a state employee on the workdays before and after an official holiday to be paid for that holiday unless the holiday falls on the employee’s first or last workday of the month.

IV. Official Holidays Schedule
Each fiscal year, UTMB’s official holidays schedule will include the following 10 designated holidays each fiscal year. If a designated holiday occurs on a Saturday or Sunday, it will generally be observed the business day before or after the weekend.

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Day
- Dr. Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day

To ensure the continuity of critical services, certain departments may require full or skeletal staffing on official holidays, and employees may be required to work.

V. Alternate Observance

Employees may observe approved alternate holidays in lieu of an official UTMB holiday with their supervisor's approval. Approved alternate holidays are published on the Official Holidays Schedule each fiscal year. The employee's department must be operating the day of the official holiday the employee wishes to work in exchange for observing an alternate holiday. If the department is not open and staffed to conduct business on the official holiday, then the employee may not work during the official holiday and must use their personal leave accruals to observe the alternate holiday.

VI. Working on Holiday(s) and Holiday Credit

Up to eight (8) hours of holiday credit are provided to benefits-eligible employees for each official holiday on the Official Holidays Schedule, proportionate to their appointed hours/FTE status.

Holiday credits will be automated and prepopulated on eligible employee timecards two weeks prior to each official holiday, whether or not the holiday falls on a day the employee is scheduled to work. Classified employees will have seventy-two (72) hours from the date of the holiday to submit a request in the timekeeping system to convert the holiday credit into state compensatory time rather than be paid for it. If no action is taken by the employee, the holiday credit will be paid on the next scheduled payday. State compensatory time will be stored in the employee's holiday balance and must be used within twelve (12) months of accruing the compensatory time or is forfeited. Historical corrections will not be permitted after the seventy-two (72) hour period following the holiday has elapsed.

If an official holiday occurs on a classified employee's regularly scheduled day off, the employee will receive up to eight (8) hours of holiday credit. The holiday credit will be paid on the next scheduled payday.

Employees who are paid monthly (e.g., Administrative & Professional, Faculty, and Nonteaching) and work on a holiday they are not scheduled or required to work may do so with prior approval from their supervisor. Monthly employees who work on an official holiday receive up to eight (8) hours of state compensatory time that will be stored in the employee's holiday balance and must be used within twelve (12) months of accruing the compensatory time.

VII. Holidays and Other Leaves

An official holiday occurring while an employee is on previously scheduled Paid Time Off (PTO), Extended Illness Bank (EIB), or other leave is regarded as a holiday and is not charged against the employee's personal leave accruals.

An official holiday occurring while an employee is on an unpaid leave of absence (LOA) or reduced paid leave is not a creditable holiday benefit.

VIII. Unscheduled Absences on Official Holidays

If an employee is scheduled to work on an official holiday but incurs an unscheduled absence, the employee, or timekeeper if the employee is not able, should code the leave as an unscheduled absence (i.e., HLU). The absence is subject to the provisions of the UTMB Attendance Policy.

IX. Personal Holiday Leave

Accrued personal holiday leave hours are not a part of the myPTO program and are maintained as a separate balance for the employee's ongoing discretionary use. Accrued personal holiday leave hours do

not expire and may carry forward from one fiscal year to the next with no maximum carryforward limits. Unused personal holiday leave hours will be paid upon separation of employment from UTMB.

X. Separation of Employment

Employees who separate from UTMB with accrued holiday compensatory time are not eligible for monetary compensation for the time not used. However, employees who voluntarily separate from UTMB may be able to extend their separation date up to 40 hours to allow them to use their accrued time. Requests to extend a separation date must be submitted and approved in advance. Historical corrections will not be permitted.

Employees earn up to eight (8) hours of accrued PTO, proportionate to their appointed hours/FTE status, for each UTMB official holiday that is scheduled to fall within the period after the date of separation and the date which employees could have used their accrued PTO and personal holiday leave. To determine the period during which PTO and personal holiday leave could have been used and the number of UTMB official holidays, the employee's PTO accruals and personal holiday leave are allocated over the workdays after the employee's separation, and eight (8) hours are added to accrued PTO for each UTMB official holiday that occurs during the period. Employees who separate from UTMB employment to move to a position in a state agency that does not accrue PTO/vacation, no hours may be added to the employee's accrued PTO.

Transfers Between State Agencies

For employees transferring to UTMB, their unused holiday credit may not be transferred as UTMB does not accept holiday leave balances.

For employees transferring from UTMB to another state agency, their unused holiday credit may be transferred if the new agency accepts holiday leave balances.

Death Benefits

Upon the death of an active employee, UTMB will pay the estate of the deceased for accrued holiday compensatory time as of the last day of employment.

Up to eight (8) hours, proportionate to their appointed hours/FTE status, will be added to the employee's PTO accruals for each UTMB official holiday that is scheduled to fall within the period after the date of the employee's death and the date which the employee could have used their accrued PTO and personal holiday leave.

XI. Relevant Federal and State Statutes

Texas Government Code, 662.005 – 662.011

XII. Relevant System Policies and Procedures

[Board of Regents' Rules and Regulations, Rule 30201](#)

XIII. Related UTMB Policies and Procedures

[IHOP 03.06.00 - Paid Time Off](#)

[IHOP 03.06.10 - Extended Illness Bank](#)

[IHOP 03.01.05 - Attendance](#)

[IHOP 03.04.08 - State Compensatory Time](#)

XIV. Additional References

[Official Holidays Fact Sheet](#)

[Employees Separating from UTMB Fact Sheet](#)
[State Agency Transfers Fact Sheet](#)

XV. Dates Approved or Amended

<i>Originated: 05/01/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
<i>08/01/2008</i>	<i>11/04/2015</i>
<i>03/09/2021</i>	<i>11/21/2017</i>
<i>07/19/2022</i>	

XVI. Contact Information

Human Resources Employee Relations
(409) 772-8696