Institutional Handbook of Operating Procedures
Policy 03.06.06

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<th>Section: Employee Policies</th>
<th>Responsible Vice President: Executive Vice President of Business and Finance</th>
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<td>Subject: Leave</td>
<td>Responsible Entity: Human Resources</td>
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I. Title
   Official Holidays

II. Policy
   The University of Texas Medical Branch (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, gender identity or expression, genetic information, or veteran status.

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

IV. Alternate Observance
   With their supervisors' approval, employees may observe officially approved alternate 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 alternate 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 alternate holiday.

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

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

VI. 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.
VII. 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 (12) 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.

VIII. 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 is not charged against the employee's personal leave.

An approved holiday occurring during an employee’s leave of absence without pay is not a creditable holiday benefit.

IX. 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.

X. Relevant Federal and State Statutes
Texas Government Code, Sections 662.005 – 662.011

XI. Relevant System Policies and Procedures
Board of Regents' Rules and Regulations, Rule 30201

XII. Related UTMB Policies and Procedures
IHOP - 03.04.08 - Compensatory Time

XIII. Dates Approved or Amended

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XIV. Contact Information
Human Resources
(409) 772-8699