

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05</b>
<b>05.604 Holidays</b>	<b>Human Resources</b>

Policy Statement.

**Holidays:** Current legislation authorizes the State legal holidays, but provides that educational institutions may adjust the actual observance of these holidays to permit efficient schedules. The Board of Regents authorizes the specific holiday schedule to be observed each year, and this schedule is issued from the Human Resource Services Office.

Only regular faculty and staff members of the health science center shall be eligible for paid holidays.<sup>1</sup> The State Legislature or Governor’s Office may grant leave with pay in addition to the regular holiday schedule. This leave should be treated as paid holiday leave, and the same guidelines will apply as for a regular scheduled holiday.

Application of Policy.

Faculty and Staff

Definitions.

Procedures and Responsibilities.

<u>Procedure / Duty</u>	<u>Responsible Party</u>
1. Regular part time faculty and staff are entitled to the same holidays with pay granted to regular full-time employees. However, the holiday pay for part time employees shall be determined on a basis proportionate to the rate provided to full-time employees. <sup>2</sup>	Human Resource Services
2. A staff member can be required to work on a holiday, but shall be given alternate time off within a twelve month period following the holiday worked at a rate of one hour for each hour worked, to be taken on a date mutually agreed upon by the staff member and the supervisor. Library, police, clinical and service departments may adopt internal policies which allow the department official to designate an alternate holiday schedule. Alternately, the health science center may pay the employee at his/her regular rate of pay for the time worked if it is determined that allowing compensatory time off would disrupt normal teaching, research or other critical functions. <sup>3</sup>	Human Resource Services
3. Faculty or Staff who works during a holiday may not earn state compensatory time if they perform that work at their place of residence. <sup>4</sup>	Human Resource Services

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| 4. | If a holiday occurs while a faculty or staff member is on sick leave or vacation leave, it will be counted as a holiday and not as a leave.  | Human Resource Services |
| 5. | A faculty or staff member who is on a leave without pay is not eligible for pay for a holiday.   | Human Resource Services |
| 6. | If a terminating faculty or staff member's last day of duty immediately precedes a scheduled holiday, he/she will be paid for the holiday(s). In such case, the faculty or staff member must work the regular schedule on the last day of duty preceding the holiday, and the holiday (or holiday period) must begin on what would normally be the next workday. | Human Resource Services |
| 7. | A terminating staff member who is to receive a lump sum payment for accrued vacation leave must also receive pay for any scheduled holiday the staff member would have been eligible to receive had he/she remained on the payroll to expend such vacation leave rather than receiving it in a lump sum. <sup>5</sup>  | Human Resource Services |

In the event that a state or national holiday falls between the dates that any employee separates from one state agency and begins employment in another state agency without a break in service, the agency to which the employee transfers is responsible for paying the employee for the holiday. This applies regardless of whether the agency that receives that transferring employee recognizes the holiday. <sup>6</sup>

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| 8.  | Holidays observed should be recorded on the Monthly Departmental Time Records. If a State legal holiday is observed on the day scheduled by the health science center, an "H" is entered on that date. If the staff member works on the holiday, an "HW" for "holiday worked" and the number of hours is entered on that date. If the holiday is observed on a day other than the day scheduled by the health science center, an "HT" for "holiday taken" and the number of hours taken is entered on that date.   | Departmental Timekeeper |
| 9.  | A staff member who wishes to take time off for religious purposes on a day that is not an official health science center holiday must charge such time as vacation leave, leave without pay, or must make up such time if this is agreeable to the supervisor. Employees are entitled to observe the holidays of Rosh Hashanah, Yom Kippur, Cesar Chavez Day, and Good Friday in lieu of any holiday(s) on which the health science center is required to be open and staffed to conduct business. Except for the provisions stated in this policy, an employee may, with the supervisor's approval, work a holiday on which the health science center is closed and use the compensatory time for one of the above holidays. <sup>7</sup> | Employee and Supervisor |
| 10. | The department may arrange work schedules to fit the academic calendar in order to provide efficient and economical operation.   | Employing Department    |

References and Cross-references.

<sup>1</sup>Texas Government Code, § 661

<sup>2</sup>Attorney General Opinion No. M1014, December 9, 1971.

<sup>3</sup>Texas Government Code, § 662

<sup>4</sup>State Auditor Leave Interpretation No. 98-05

<sup>5</sup>Comptroller of Public Accounts Memorandum to All State Agencies and Departments, RE: Payroll Procedures Effective September 1, 1975, issued August 13, 1975.

<sup>6</sup>Texas Government Code, § 662

<sup>7</sup>ibid.

Forms and Tools.

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Revised: