

Policies of the University of North Texas	Chapter 5
1.4.5 Holidays	Human Resources

Policy Statement.

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

Application of Policy.

All Regular Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

1. **Scope:** This policy applies to any regular employee who is appointed to work at least twenty hours per week for a period of at least four and one-half continuous month. For purposes of this policy, regular faculty must be appointed for at least fifty percent time for at least four and one half continuous months. Students employed in positions that require student status as a condition of employment are not covered by this policy.

Responsible Party: Human Resources Department

2. **Employees Appointed Less than Full-Time:** Employees appointed less than full time will be granted holiday leave based on the percent of hours appointed.

Responsible Party: Human Resources Department

3. **Staff Holiday Schedule:** The number of holidays for regular staff is established by state law. Subject to approval by the Board of Regents of the University of North Texas System, the University administration may rearrange the approved staff holiday schedule within the total number of days provided by and to the extent authorized by state law and may include one or more floating holidays in the staff holiday schedule. The schedule is published annually.

Responsible Party: Board of Regents

4. Faculty Holiday Schedule: The number of holidays approved by the Board of Regents is incorporated into the academic calendar and faculty members observing their regular academic schedule are understood to be receiving all holidays approved by the Board. Faculty are not eligible for floating holidays.

Responsible Party: Board of Regents

5. Floating Holidays: A staff holiday schedule may include one or more floating holidays. 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 does not carry forward from one fiscal year to the next. Staff members are paid for any accrued floating holiday time upon separation from the University.

Responsible Party: Human Resources Department

6. Payment of Holiday for New Hires: A staff member who begins working for the state on the first work day of the month is entitled to be paid for a holiday that occurs before the first workday if the holiday occurs during the same calendar month and does not fall on Saturday or Sunday.

Responsible Party: Human Resources Department and Payroll Department

7. Active Employment Status Required for Holiday: A staff member must be in active status and not on leave without pay (LWOP) immediately prior to and immediately following a scheduled holiday to receive payment for the holiday. The employee must be in leave without pay status for the entire work day to be considered on LWOP status for the purpose of this provision.

Responsible Party: Human Resources Department

8. Payment of Holiday for Terminating or Deceased Employee: If a terminating staff member's last day of duty or scheduled vacation leave immediately precedes but does not also follow a scheduled holiday, the employee will be paid for the holiday or holidays which occur during the same calendar month. An employee whose vacation is being paid by lump sum will be paid for any scheduled holiday which the employee would have been eligible to receive had they remained on payroll to expend the vacation leave. The estate of a deceased employee will be paid for any scheduled holiday after the date of death which the employee would have been eligible to receive had they remained on payroll to expend vacation and death sick leave benefits.

Responsible Party: Human Resources Department and Payroll Department

9. 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.

Responsible Party: State Agency or Institution of Higher Education to which the Employee Transfers

10. Holiday Compensatory Time: When an employee is required to work on a holiday, the employee will be granted straight time holiday compensatory time in lieu of the holiday. Departments may adopt internal policies which allow the department official to designate the alternate 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 optional state or national holiday that is not officially observed by the University. Use of accrued holiday compensatory time must be scheduled with the prior approval of the employee's immediate supervisor.

Responsible Party: Human Resources Department

References and Cross-References.

[Texas Government Code 662](#)

[State of Texas Payroll Policies and Procedures Guide](#)

Approved: 5/1/1983

Effective:

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