

<p>The University of North Texas at Dallas Policy Manual</p>	<p>Chapter 5.000</p>
<p>5.017.1 Holidays</p>	<p>Human Resources</p>

Policy Statement. The University of North Texas at Dallas provides paid holiday leave in accordance with State law and the number of paid holidays scheduled each year can vary accordingly.

Application of Policy. This policy applies to all regular faculty and staff members.

Definitions.

1. **Regular Faculty.** “Regular Faculty” means a faculty member appointed for at least 50 percent time for at least 4 ½ continuous months.
2. **Regular Staff Member.** “Regular Staff Member” means an employee who is scheduled to work at least 20 hours per week for a period of at least 4 ½ months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

Procedures and Responsibilities.

1. **Holiday Schedule.** Subject to approval by the UNT System Board of Regents, the University shall arrange and publish the staff holiday schedule within the total number of days authorized by state law. The holidays approved by the Board of Regents are incorporated into the academic calendar and faculty members observing their regular academic schedule receive all scheduled holidays.

Responsible Party: President

2. **Holiday Eligibility.** Only regular faculty and staff members of the University shall be eligible for paid holidays. Faculty and staff members appointed less than full time will be granted holiday leave based on the percent of hours appointed. Faculty and staff members must not be on leave without pay immediately prior to or immediately following a scheduled holiday to receive payment for the holiday. Faculty members are not eligible for a floating holiday.

Responsible Party: Human Resources and Payroll

3. **Transferring Employees.** In the event that a state or national holiday falls between the dates that any 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. This applies regardless of whether the agency or institution of higher education that receives that transferring employee recognizes the holiday.

Responsible Party: Human Resources

References and Cross-references.

Attorney General Opinion No. M1014, December 9, 1971

Texas Government Code, § 662

Approved: 8/30/2010

Effective: 8/30/2010

Revised: