

**Texas Woman's University
University Regulation and Procedure**

Regulation and Procedure Name: Holiday Schedule and Eligibility

**Regulation and Procedure
Number: URP: 05.410**

Policy Owner: Finance and Administration

POLICY STATEMENT

The purpose of this Policy is to establish the annual holiday schedule and eligibility for holiday pay.

APPLICABILITY

This policy is applicable to TWU Faculty and Staff.

DEFINITIONS

None

REGULATION AND PROCEDURE

I. General

Texas Woman's University provides paid holiday leave in accordance with provisions of the Texas Government Code.

II. How Holidays are Determined

A. The state legislature determines the number of holidays that can be observed by all state agencies and institutions of higher education. The university observes the same number of holidays, a combination of national and state holidays, observed by state agencies. However, institutions of higher education are allowed to be flexible when establishing their own schedules. So while the number of holidays observed is always the same, the university may have a different schedule than state agencies or other higher education institutions.

- B. The legislature stipulates that the university can only observe holidays that fall on a weekday. If a holiday falls on a Saturday or a Sunday, the university cannot observe the holiday on a different day such as the previous Friday or the following Monday.

III. Schedule

- A. The following holidays will be observed assuming there is sufficient number of holidays established by the Legislature:

1. Labor Day
2. Wednesday before Thanksgiving Day
3. Thanksgiving Day
4. Friday after Thanksgiving
5. Christmas Holidays - to include at a minimum
 - a. Christmas Eve through New Year's Day
6. Martin Luther King Day
7. Memorial Day
8. Independence Day

- B. If there are not a sufficient number of holidays established by the Legislature to meet this schedule, the Vice Presidents will recommend a revision to the Chancellor and President.

- C. If there are additional days established by the Legislature, they will be applied to an appropriate period of time as approved by the Chancellor and President.

IV. Eligibility

- A. Holiday pay will be paid to any benefits-eligible employee who is employed to work at least twenty hours per week for a period of at least four and one-half continuous months.
- B. A student employed in a position that requires student status as a condition of employment is not covered by this policy.

V. Other Eligibility Requirements

- A. A full-time benefits eligible employee will receive eight hours of holiday pay for each recognized holiday. A part-time benefits eligible employee will receive a proportionate amount of holiday pay. Examples: a 75% appointment will receive six hours of holiday pay; a 50% appointment will receive four hours of holiday pay.
- B. A leave eligible employee must work or be in a paid leave status for any portion of the last scheduled working day before a holiday and be in a paid leave status or work for any portion of the next scheduled day after a holiday to be eligible for holiday pay.
- C. Full-time employees who normally work a flexible schedule will receive eight holiday hours of compensation. If additional hours are scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the Flex Work week to make up the difference. For example: If an employee has chosen the "4-10" work week (4 days at 10 hours per day), they would be paid eight hours of holiday and would have to claim two hours of vacation or work two additional hours during the Flex Work week.
- D. If a terminating staff employee's last day of duty or scheduled vacation leave immediately precedes a scheduled holiday, the employee will be paid for the holiday or holidays. 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.

VI. 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. The holiday compensatory time must be taken 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. Time off for religious observances should be requested in advance.

VII. Schedule

The Office of Human Resources will publish an annual Holiday Schedule prior to the start of the fiscal year.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

Tex. Gov't Code Ch. 662

FORMS AND TOOLS

None

Publication Date:

Next Review: