

# **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**

Eligible Texas Woman's University ("TWU") employees are entitled to holiday leave in accordance with state law and pursuant to the schedule established under this regulation and procedure.

## **APPLICABILITY**

This policy is applicable to TWU Employees.

## **DEFINITIONS**

1. "Employee," for the purposes of this policy, is a regular full-time (100% FTE) staff or faculty member, and regular part-time (50%-99% FTE) staff or faculty member who is employed to work for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment. Hourly paid employees are not eligible for leave. Regular employment may be:
  - a. Full-time, with a normal schedule of forty hours per week; or
  - b. Part-time, with a normal schedule of at least 20 but less than forty hours per week.

## **REGULATION AND PROCEDURE**

### **I. Observed Holidays**

- A. The TWU Chancellor and President ("Chancellor") establishes the holiday schedule for TWU, subject to any applicable limitation on the observance of holidays as prescribed by state law. The number of holidays in the schedule cannot exceed the number of holidays authorized by the Texas Legislature for the employees of other state agencies.

- B. The Texas Legislature stipulates that state agencies, including institutions of higher education, can only observe holidays that fall on a weekday. If a holiday falls on a Saturday or a Sunday, TWU cannot observe the holiday on a different day such as the previous Friday or the following Monday.
- C. The following holidays will be observed assuming there are enough holidays authorized by the Texas Legislature:
  1. The first Monday in September, "Labor Day"
  2. The fourth Thursday in November, "Thanksgiving Day"
  3. The Friday after Thanksgiving Day
  4. The 24<sup>th</sup> day of December
  5. The 25<sup>th</sup> day of December, "Christmas Day"
  6. The 26<sup>th</sup> day of December
  7. The third Monday in January, "Martin Luther King, Jr., Day"
  8. The last Monday in May, "Memorial Day"
  9. The fourth day of July, "Independence Day"
  10. The nineteenth day of June, "Emancipation Day"
- D. If there are not enough holidays established by the Texas Legislature to meet this schedule, TWU Administration will recommend a revised schedule to the Chancellor.
- E. If there are additional days established by the Texas Legislature, these holidays will be applied to an appropriate period as approved by the Chancellor.
- F. TWU is required by law to have enough employees on duty during a state holiday to conduct the business of the institution. This provision does not apply to a state holiday that falls on the weekend, the Friday after Thanksgiving Day, or the 24<sup>th</sup> or 26<sup>th</sup> day of December.
- G. The Office of Human Resources ("OHR") will publish the annual holiday schedule as approved by the Chancellor.

## II. Eligibility

- A. A 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 is entitled to holiday pay.
- B. A student employed in a position that requires student status as a condition of employment is not covered by this policy.
- C. An eligible employee must work or be in a paid leave status for any portion of the last scheduled working day before a holiday, and must 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. To be paid for a holiday, an individual must be an employee:
  1. On the workday immediately before and after a holiday that falls mid-month (other than the first or last workday of the month);
  2. On the workday immediately after the holiday if the holiday falls on the first workday of a month; or
  3. On the workday immediately before a holiday if the holiday falls on the last workday of the month.

## III. Amount of Holiday Pay

- A. A full-time eligible employee will receive eight (8) hours of holiday pay for each recognized holiday.
- B. Full-time eligible employees who normally work a flexible schedule will receive paid holiday time in an amount equal to eight (8) hours multiplied by the number of national and state holidays that occur during the period worked by the employee.
- C. A part-time eligible employee will receive a proportionate amount of holiday pay.
  1. Example: a 75% appointment will receive six (6) hours of holiday pay;
  2. Example: a 50% appointment will receive four (4) hours of holiday pay.

- D. If a terminating eligible 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 receiving a lump sum payment for vacation time will also 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.
- E. If a state or national holiday occurs between the dates that an eligible employee separates from one state agency and begins employment with TWU without a break in service, TWU is responsible for paying the employee for the holiday regardless of whether TWU recognizes the holiday.

#### IV. Holiday Compensatory Time

- A. Any eligible employee who is required to work on a holiday will be granted straight-time holiday compensatory time in lieu of the holiday.
- B. Holiday compensatory time must be taken during the 12-month period following the date of the holiday, and upon reasonable notice to the employee's immediate supervisor. If the department determines that allowing compensatory time off would disrupt normal teaching, research, or other critical functions, the department may choose to pay the employee at the employee's regular rate of pay for the compensatory time.

#### **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

[TWU Holiday Schedule](#)

#### **FORMS AND TOOLS**

None

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