



### I. 4.7.10 Holidays

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.7 Work and Leave Administration	Date Last Reviewed: August 2024
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: August 2024

### II. Purpose

The purpose of this policy is to provide effective communication in regard to holiday requirements as provided by state law and approved by the Chancellor of the University of Texas System.

### III. Scope

This policy applies to all UT Health San Antonio employees appointed at least twenty (20) hours per week for a period of four and one-half (4 1/2) months or more in positions not requiring student status are entitled to holidays as provided by state law and approved annually by the Chancellor of the University of Texas System.

### IV. Policy

A. All benefits eligible employees are entitled to paid holidays as provided by state law and approved annually by the Chancellor of The University of Texas System.

UT Health San Antonio has the authority to establish its own holiday schedule, provided the number of paid holidays does not exceed the number of paid holidays to which state employees are entitled per Texas Government Code.

1. Eligible part-time employees will be granted holiday time on a basis that is proportionate to the hours of their appointment.
2. A state agency or institution of higher education must have enough state employees on duty to conduct business during days designated as mission critical holidays. Therefore, employees may be required to work on those days to ensure adequate staffing levels.
3. Employees required to work during an approved holiday will be allowed to take an additional holiday on a straight-time basis during the twelve-month period following the date of the holiday worked. This additional holiday is not compensable upon termination of employment.

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### 4. Floating Holidays

- a. Effective September 1, 2024, eligible employees who are on UT Health San Antonio payroll as of 8/31/2024 will be granted up to three (3) floating holidays for the fiscal year 2025. Floating holidays are granted in addition to the established paid holiday schedule.
- b. The following employees are not eligible for floating holidays:
  - i. New employees hired on or after September 1, 2024
  - ii. Rehired employees hired on or after September 1, 2024
  - iii. Previous state service employees who were hired on or after September 1, 2024
  - iv. This does not apply to employees:
    - (1) who go on a leave without pay status but who were actively employed as of August 31, 2024
    - (2) or for return-to-work retirees who retired from UT Health San Antonio and who took the required hiatus from UT Health San Antonio to transition to a return-to-work retiree status. They must meet eligibility requirements of 50% or more effort assigned to receive floating holidays
- c. Floating holidays must be used by the end of the current fiscal year and cannot be carried over into the next fiscal year, nor are they compensable if not used upon termination of employment. These days do not need to be taken in alignment with a recognized holiday.

### B. Responsibilities

1. Employees are not required to request time off for any official holiday recognized in the institutions holiday schedule. However, supervisors are able to request and or assign schedule coverage by employees for mission critical days based on operational necessity.
2. Supervisors should ensure adequate staffing levels are maintained on mission critical holidays.
3. Employees must have supervisory approval before using a floating holiday, including the paid holiday granted for working a mission critical day.

## V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Benefits Eligible Employees - an employee who works at least 20 hours per week and is expected to continue for at least 4.5 months.

Mission Critical Holidays - a mission critical holiday is a holiday designated by the UT Health San Antonio in which some departments may need to remain operational to support one of UT Health San Antonio's missions.

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### VI. Related References

[Human Resources - Holiday Schedule](#)

[Texas Government Code, Sections 662.001, 662.003-.013, Holidays and Recognition Days, Weeks and Months](#)

[Texas Government Code, Section 661.035, Leave, Computation of Total Accumulated Leave: Holiday Time](#)

### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
05/2013	Policy Revision		
09/2020	Policy Revision		
08/2024	Policy Revision		