

To: All Faculty and Staff

From: Ivan Thompson  
Vice President for Human Resources

Date: July 15, 2016

**Subject: UT Southwestern 2016 - 2017 Vacation and Holiday Schedule**

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I am pleased to announce the Holiday schedule for Fiscal year 2017. The total number of holidays awarded to state employees fluctuates annually because when holidays fall on Saturday or Sunday, they are not observed. Institutions of higher education may rearrange state holidays and establish their own holidays in order to provide more effective work schedules that are consistent with the academic calendar. The State of Texas Legislature has designated **13** holidays for fiscal year 2016 – 2017.

### **Floating Holidays**

At UT Southwestern we have elected to designate four (32 hours) of the 13 state holidays allowed as “Floating Holidays” in order to give employees more flexibility in choosing their own time off. These 32 hours are evenly distributed throughout the 12 month fiscal year. Floating holiday hours may be scheduled with prior approval of the employee's immediate supervisor. Floating holidays do not have a ‘wait’ period before the employee may schedule the use. Regular benefits-eligible employees appointed for less than 40 hours will accrue floating holiday hours proportionate to their appointment percent.

### **Clinical Operations and Support**

**The University Hospitals will be fully operational on all holidays, with the appropriate skeleton crew in support areas.**

An employee who works as a member of a skeleton crew or who works on a designated holiday, with prior supervisory approval, will be granted state compensatory time in lieu of the holiday. State compensatory time off must be scheduled within twelve (12) months following the workweek in which it was earned. State compensatory time off must be used before vacation hours.

State compensatory time may also be used to observe an alternative religious holiday(s), or a state or national holiday that is not officially observed by UT Southwestern. The Texas Legislature has specified Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez Day as optional holidays. Employees are entitled to observe these holidays provided that they work a skeleton crew holiday, or use accrued and available leave.

## Holidays

The holiday schedule for 2016-2017 is as follows:

Date	Holiday	Status		
		Academic Offices/ Research Labs	Clinics and ancillary Support	Central Admin
Monday, September 5, 2016	Labor Day	Closed	Closed	Closed
Thursday, November 24, 2016	Thanksgiving Day	Closed	Closed	Closed
Friday, November 25, 2016	Thanksgiving Holiday	Closed	Closed	Closed
Friday, December 23, 2016	Christmas Holiday	Closed	Closed	Closed
Monday, December 26, 2016	Christmas Holiday	Closed	Closed	Closed
Monday, January 2, 2017	New Year's Holiday	Closed	Closed	Closed
Monday, January 16, 2017	Martin Luther King, Jr. Day	Closed	Closed	Closed
Monday, May 29, 2017	Memorial Day	Closed	Closed	Closed
Tuesday, July 4, 2017	Independence Day Holiday	Closed	Closed	Closed

## Vacation

The vacation accrual rates and floating holiday accrual rates for full time employees are as follows:

Employee with Total State Employment of:	Hours Accrued Per Month			Maximum Vacation Carryover into Next Fiscal Year
	Holiday	Vacation	Total Hours Accrued	
0 but less than 2 years	2.66	8	10.66	180
2 but less than 5 years	2.66	9	11.66	244
5 but less than 10 years	2.66	10	12.66	268
10 but less than 15 years	2.66	11	13.66	292
15 but less than 20 years	2.66	13	15.66	340
20 but less than 25 years	2.66	15	17.66	388
25 but less than 30 years	2.66	17	19.66	436
30 but less than 35 years	2.66	19	21.66	484
35 years or more	2.66	21	23.66	532

Employees are encouraged to utilize their holidays and vacation in the year it is earned. The number of unused vacation hours that can carry forward from one fiscal year into the next is shown above. Holiday hours are not included in the maximum hours that can carry forward. Unused holiday hours must be separately accounted for and can carry forward from one fiscal year into the next. Unused vacation leave in excess of the maximum carry forward amount will be credited to the employee's sick leave balance on September 1, 2016. Maximum carryover and accrued hours for part-time benefits eligible employees are proportionate to their appointment percent.