

## HOLIDAY LEAVE

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### A. Purpose

The purpose of this policy is to provide for the administration of holiday in accordance with provisions of the Texas Government Code.

### B. Persons Affected

This policy applies to any University of Texas Rio Grande Valley (UTRGV) employee who is scheduled to work at least twenty (20) hours per week for a period of at least four and one-half (4 1/2) continuous months. For purposes of this policy, faculty must be appointed for at least fifty percent (50%) time for at least four and one-half (4 1/2) continuous months. Students employed in positions that require student status as a condition of employment are not covered by this policy.

### C. Definitions

Not Applicable.

### D. Policy

UTRGV provides paid holiday leave in accordance with the Texas Government Code. As permitted by the Texas Government Code, UTRGV will establish a vacation and holiday schedule, which is compatible with UTRGV's own academic schedule and, at its discretion, may designate some holiday days as "floating holidays" to allow employees more flexibility in choosing their own time off.

#### 1. *Floating Holiday:*

A holiday schedule may include some number of floating holiday hours that may be used by full-time, regular employees. Regular employees appointed for less than 40 hours receive floating holiday hour entitlement proportionate to the number of hours worked. Use of floating holiday time may be scheduled at any time during the fiscal year with the prior approval of the employee's immediate supervisor. Any floating holiday time should be used in the current fiscal year. Unused floating holiday time carries over from one year to the next. Employees are paid for any unused floating holiday time upon separation from UTRGV.

#### 2. *Payment of Holiday for Transferring Employees:*

If a state or national holiday falls between the dates an 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, regardless of whether the agency or institution of higher education that received the new employee recognizes the holiday.

3. *Holiday Compensatory Time:*

When a holiday falls on an employee's day off or an employee is required to work on a holiday, the employee will be granted straight time holiday compensatory time in lieu of the holiday. Employees may be paid for holiday compensatory time hours on a straight time basis when the taking of the holiday compensatory time would be disruptive to normal teaching, research or other critical functions. The holiday compensatory time must be taken or paid out 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 state or national holiday that is not officially observed by UTRGV. This time off must be scheduled with the prior approval of the employee's immediate supervisor.

**E. Procedure**

1. Use of accrued holiday time must be scheduled with the prior approval of the employee's immediate supervisor. The employee shall promptly and accurately record the use of leave. The supervisor must review and approve the holiday leave, verify that the employee has accurately recorded such leave, and sign the time report.
2. Department heads or designees are responsible for determining holiday work schedules and approve use of leave.

**F. Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s)**

*Texas Government Code Chapter 662, Holidays and Recognition Days, Weeks and Months*

*The University of Texas System Board of Regents' Rules and Regulations Rule 30201, Leave Policies*