

Holidays

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I. Introduction

Holidays observed by the State of Texas are determined by the Texas Legislature and are set out in state law ([Texas Government Code, Chapter 662](#)). This law applies to the institutions of higher education and allows them to adjust the observance of these holidays in order to adapt to academic schedules. Holidays falling on a Saturday or Sunday may not be observed which may cause differences in the number of holidays scheduled. Each year, the President approves and issues [UTA's holiday schedule](#).

II. Holidays with Pay for Regular Employees

- A. Regular employees who are not in Leave Without Pay status are eligible to receive holiday time off with pay. Regular part time employees (those appointed for at least twenty (20) hours per week for a period of at least four and one half months) are granted holiday time off with pay based on a percentage determined by the number of hours appointed.
- B. Employees appointed for less than twenty hours per week or for a period of less than four and one half months, or titles where student status is required, (i.e., work study, student associates, etc.) are not eligible for holiday pay.
- C. Graduate students (GTA, GRA) appointed twenty (20) hours per week for a period of four and one half months or longer are eligible for holiday pay.
- D. Employees who wish to observe a religious holiday(s) in addition to those scheduled may do so by taking a vacation day(s) or by observing some other religious holiday(s) in lieu of the University scheduled holiday(s).
- E. An individual must be an employee of the University and not on leave without pay on the workday before and after the holiday in order to be eligible for holiday pay unless the holiday falls on the employee's first or last workday of the month. (If an employee begins working for the University on the first

workday* of the month, then the employee is entitled to be paid for a state or national holiday that the University recognizes that occurs before the first workday if the holiday occurs during the month and does not fall on a Saturday or a Sunday. Likewise, an employee who stops working for the University on the last workday of the month is entitled to be paid for a state or national holiday that the University recognizes that occurs after the last workday if the holiday falls within that month and does not fall on a Saturday or Sunday.)

*A "workday" means a day on which a University employee is normally required to work.

III. Compensation for Holiday Work

- A. It is the practice of the University to compensate employees for holidays worked by granting compensatory time off (one hour off for one hour worked). When allowing compensatory time is impractical for any holiday hours worked, then the employee will be paid at the straight time rate.
- B. Work performed by employees on any scheduled holiday with pay shall be compensated in accordance with the provisions governing overtime. For further information on overtime compensation see *Overtime* ([Procedure 3-64](#)).
- C. When a scheduled holiday with pay falls on a regularly assigned day off of any eligible employee, the employee shall be compensated in accordance with the provisions governing overtime.
- D. Commissioned peace officers who perform work on a national or state holiday that falls on a Saturday or Sunday are entitled to state compensatory time off (one hour off for one hour worked).
- E. In the event that a state or national holiday falls between the dates an employee separates from one state agency/institution and begins employment with another state agency/institution without a break in service, the receiving employer is responsible for paying the employee for the holiday.

Related Procedures

- *Overtime* ([Procedure 3-64](#))

Related Links

- [Texas Government Code, Chapter 662](#)
- [Holiday Schedule and Vacation Regulations](#)