

To: All Faculty and Staff

From: Ivan Thompson
Vice President for Human Resources

Date: June 7, 2017

Subject: UT Southwestern 2017 - 2018 Vacation and Holiday Schedule

I am pleased to announce the holiday schedule for Fiscal Year 2018. The total number of holidays awarded to state employees fluctuates annually **because of that year's calendar and whether certain holidays fall on a Saturday or a Sunday.** 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 Texas Legislature has designated **14** holidays for fiscal year 2018, effective September 1, 2017.

Floating Holidays

At UT Southwestern, we have elected to designate five days (40 hours) of the 14 state holidays allowed as "Floating Holidays" in order to give employees more flexibility in choosing their own time off. These 40 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 require a waiting period before the employee may schedule their use. Regular benefits-eligible employees appointed for less than 40 hours per week will accrue floating holiday hours proportionate to their appointment percentage.

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, or it lapses. State compensatory time off must be used before vacation hours. See [EMP-261 Holiday Leave](#) and [EMP-204 Overtime Compensation](#).

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 2017-2018 is as follows:

Date	Holiday	Status		
		Academic Offices/ Research Labs	Clinics and ancillary Support	Central Admin
Monday, September 4, 2017	Labor Day	Closed	Closed	Closed
Thursday, November 23, 2017	Thanksgiving Day	Closed	Closed	Closed
Friday, November 24, 2017	Thanksgiving Holiday	Closed	Closed	Closed
Monday, December 25, 2017	Christmas Holiday	Closed	Closed	Closed
Monday, January 1, 2018	New Year's Holiday	Closed	Closed	Closed
Monday, January 15, 2018	Martin Luther King, Jr. Day	Closed	Closed	Closed
Friday, March 30, 2018	Spring Holiday	Closed	Closed	Closed
Monday, May 28, 2018	Memorial Day	Closed	Closed	Closed
Wednesday, July 4, 2018	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	3.33	8	11.33	180
2 but less than 5 years	3.33	9	12.33	244
5 but less than 10 years	3.33	10	13.33	268
10 but less than 15 years	3.33	11	14.33	292
15 but less than 20 years	3.33	13	16.33	340
20 but less than 25 years	3.33	15	18.33	388
25 but less than 30 years	3.33	17	20.33	436
30 but less than 35 years	3.33	19	22.33	484
35 years or more	3.33	21	24.33	532

Employees are encouraged to utilize their holidays and vacation time 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, 2017. Maximum carryover and accrued hours for part-time benefits eligible employees are proportionate to their appointment percentage. See [EMP-252 Vacation Leave](#).