June 4, 2014

TO: Faculty and Staff

FROM: Bill Nance
Vice President for Finance & Support Services

SUBJ: FY15 Holiday Schedule and Energy Conservation Days

As approved by the Board of Regents at its May 2014 meeting, Texas State will observe the following holiday schedule and energy conservation days for FY15:

- Labor Day: September 1, 2014
- Thanksgiving: November 27 - 28, 2014
- Martin Luther King, Jr. Day: January 19, 2015
- Spring Break: March 16 - 20, 2015 (energy conservation days)
- Memorial Day: May 25, 2015

The following have been designated as essential offices to remain open with skeleton crews for the five energy conservation days. Other offices may be requested by their vice president to remain open as well. Regular staff who actually work on an official holiday will be allowed compensatory time off during the twelve month period following the holiday.

- Academic Advising Centers
- Alumni Relations
- Counseling Center *
- Deans’ Offices
- Donor Services
- Equity and Access *
- Facilities-Utilities *
- Facilities Planning, Design & Construction
- Housing and Residential Life
- Human Resources *
- Instructional Technologies Support
- Library
- Loan Collections
- Mail Services
- Materials Management & Logistics
- Network Operations
- Office of Associate VP for Research
- Office of Financial Aid & Scholarships
- Office of Provost and Vice Presidents’ Offices
- Office of Undergraduate Admissions
- Office of the University Registrar
- Procurement & Strategic Sourcing
- Round Rock Campus
- Special Projects
- Student Business Services
- Student Health Center *
- Teacher Education
- Technology Resources
- Travel – Accounts Payable
- University News Service*
- University Police Department

* Emergency and on-call personnel

The following have been designated as optional holidays by the Texas Legislature and may be observed in lieu of any official holiday appearing on the above schedule.

- Rosh Hashanah: September 25 - 26, 2014
- Cesar Chavez Day: March 31, 2015
- Good Friday: April 3, 2015

Since compensatory time may not be advanced to employees, staff members will need to earn the necessary comp time for the energy conservation days prior to those days. Supervisors must provide ample opportunity for those employees observing energy conservation days to earn the comp time in advance. If comp time is not available, an employee must use available vacation or take leave without pay. Further guidance is outlined in UPPS 04.04.16 Overtime and Compensatory Time Policy, Section 5.03.

Questions concerning the holiday and energy conservation days scheduled, as well as timekeeping procedures for these days, should be addressed to Human Resources at 245-2557 or email hr@txstate.edu. Questions about who must work on the energy conservation days should be addressed to your supervisor.