**Holiday Policy UPPS 04.04.19**

**Issue No. 1  
Effective Date: 10/07/2022**

**Next Review Date: 03/01/2026 (E4Y)  
Sr. Reviewer: Assistant Vice President for Human Resources**

**POLICY STATEMENT**

*Texas State University is committed to providing eligible faculty and staff with paid time off to observe holidays.*

**01. SCOPE**

01.01 The purpose of this policy and procedure statement is to:

a. establish responsibility and policy regarding the development of the university holiday schedule; and

b. promulgate the university holiday schedule for each fiscal year.

**02. PROCEDURES FOR HOLIDAY OBSERVANCE**

02.01 The Texas Legislature sets the number of holidays with pay to be observed each year by state employees. For state agencies other than institutions of higher education, the Legislature sets the detailed schedule (actual dates when holidays will be taken). However, institutions of higher education are exempt from this specific schedule but are required to provide the same number of days as other state employees. This exemption is for the purpose of allowing the university to set a holiday schedule that is in keeping with academic schedules.

02.02 As provided by the Legislature, regular staff employees may observe Rosh Hashanah, Yom Kippur, Good Friday, and Cesar Chavez Day in lieu of any holiday or holidays appearing on the staff holiday schedule. In such instances, regular employee accrued vacation or compensatory leave balances will be charged an equivalent amount of time on a holiday or holidays appearing on the staff holiday schedule. For efficiency of operation, the university will not remain open on one or more of the designated staff holidays.

Non-regular, staff employees are not eligible to observe paid holidays, accrue vacation or compensatory time, and must go on leave without pay if they wish to observe the optional holidays. Since faculty do not earn vacation, their observance of the optional holidays must be covered by going on leave without pay or in some other method approved by the provost and vice president for Academic Affairs.

Note: Employees wishing to observe Rosh Hashanah, Yom Kippur, Good Friday, or Cesar Chavez Day must receive advance approval so that supervisors may adjust work schedules.

02.03 The following employees adhere to the holiday schedule as approved by The Texas State University System (TSUS) Board of Regents:

a. all staff university employees;

b. faculty members employed under 12-month contracts such as deans or chairs of academic departments; and

c. individuals with split appointments (part faculty and part staff) will observe the holiday schedule for the percent time of their staff appointment.

02.04 The following employees do not follow the above holiday schedule, but rather observe the same schedule as students:

a. faculty members not included in Section 02.03; and

b. individuals with split appointments (part faculty and part staff) that are not included in Section 02.03 will observe the holiday schedule for the percent time of their staff appointment.

02.05 On approximately March 1 each year, the assistant vice president for Human Resources will develop a recommended holiday schedule for the next fiscal year and submit it to President's Cabinet through the vice president for Finance and Support Services. This schedule will be developed in accordance with the official university calendar.

02.06 The assistant vice president for Human Resources will be responsible for publicizing the approved holiday schedule on the [Human Resources website](https://www.hr.txst.edu/mdc/student-pcr.html). An administrative memorandum will also be issued by the vice president for Finance and Support Services at the same time.

**03. REVIEWER OF THIS PPS**

03.01 Reviewer of this UPPS includes the following:

Position Date

Assistant Vice President for Human March 1 E4Y

Resources

**04. CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Assistant Vice President for Human Resources; senior reviewer of this UPPS

Vice President for Finance and Support Services

President