UT TYLER EMPLOYEE HANDBOOK

HOLIDAYS

All regular employees appointed to work at least 20 hours per week for at least four and one half months are entitled to all holidays provided by the University. Employees will be informed of the exact holiday schedule for each year. If the regular work schedule or duties of the department make it necessary for an employee to work on any of these holidays, compensatory time will be given at another date within a 12-month period after accrual. Regular hourly and part-time employees will observe a holiday based upon the percent time they are scheduled to work for that month. Example: A 50% employee will get four hours of an eight-hour holiday.

For the convenience of the University, when the scheduled days off are changed for any regular employee and the assigned day off coincides with an official holiday, the employee will accrue compensatory time for the holiday based upon the routine percent time normally worked. All compensatory holiday time for floating holidays and for holidays falling on days off MUST be used by the end of the fiscal year or the time is lost.

For more information consult the: Employee Entitlement to Holidays Policy, 4.23.1.

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