

HOLIDAY SCHEDULE 2023-2024

The Texas Legislature sets the number of paid holidays each year and allows universities the flexibility to set a holiday schedule compatible with business needs and the academic calendar. The FY24 holiday schedule is:

Holiday	Holiday Date	
Labor Day	Monday, Sept. 4, 2023	Closed
Thanksgiving Day	Thursday, Nov. 23, 2023	Closed
Day after Thanksgiving	Friday, Nov. 24, 2023	Closed
Christmas Day	Monday, Dec. 25, 2023	Closed
New Year’s Day	Monday, Jan. 1, 2024	Closed
Martin Luther King Jr. Day	Monday, Jan. 15, 2024	Closed
Memorial Day	Monday, May 27, 2024	Closed
Juneteenth/Emancipation Day	Wednesday, June 19, 2024	Closed
Independence Day	Thursday, July 4, 2024	Closed

Floating Holidays

In order to align policies for all UT Tyler employees, four (4) floating holidays (32 hours) will be awarded for FY 2023-2024. These floating holidays may be used any time during the fiscal year, with department leader approval. Floating holidays that are not used on or before the end of the current fiscal year (August 31, 2024) will be forfeited. Floating holiday hours will not be paid when an employee leaves employment.

Winter Break

Winter break is observed between Tuesday, December 26, 2023, through Friday, December 29, 2023. Information regarding the Winter Break Holiday Schedule for Academic employees of UT Tyler Main Campus can be found on page 2.

Religious Holidays

It is the policy of UT Tyler to provide reasonable accommodation to employees who wish to observe a religious holiday that occurs on a day the University is scheduled to be open. Employees who wish to observe a religious holiday or holy day should refer to the [policy](#).



WINTER BREAK HOLIDAY SCHEDULE
REVISED FOR ACADEMIC EMPLOYEES OF UT TYLER MAIN CAMPUS

The University has awarded 32 hours of floating holiday to benefits-eligible employees. These floating holiday hours have been **pre-loaded** into the Absence Management system (UT Tyler Main Campus employees) for all eligible employees to document their time out during the observed winter break, Tuesday, December 26, 2023, through Friday, December 29, 2023. UT Tyler Health Science Center Academic employees continue to use their Floating Holidays if they are not scheduled to work during this period.

FAQ

AM I ELIGIBLE FOR FLOATING HOLIDAY LEAVE? Any employee who is eligible to be a member of the Teacher Retirement System of Texas (TRS), or Optional Retirement Package (ORP) and required to work at least 20 hours per week, or appointed to at least 50% of a full-time appointment, in a position that is expected to last at least four- and one-half months, will receive the approved floating holidays.

WHAT DOES “PRE-LOADED” MEAN? Hours being pre-loaded means the Human Resources department will be entering floating holiday hours for the days Tuesday, December 26, 2023, through Friday, December 29, 2023. Employees **do not** need to request time off for approval, in Absence Management, for taking days off during this period.

I AM A NON-EXEMPT EMPLOYEE, IF I WORK, HOW DO I ENTER IT ON MY TIMESHEET? Eligible employees who work during the winter break will need to **enter actual time work on their timesheet**. The system calculates the equivalent hours worked and employees will receive comp time. Going forward, with supervisory approval, employees may take time off and use the comp time during the year before August 31, 2024.

Eligible employees who take time off between Tuesday, December 26, 2023, and Friday, December 29, 2023, who do not work any hours, will not need to do anything with their timesheet.

CAN I WORK DURING THE WINTER BREAK? Department leaders will determine and communicate staffing needs for their department.

Can I telecommute / work remote during this period? Department leaders will determine and pre-approve any off-site remote work schedules. Appropriate remote work arrangement requests and approvals should be submitted prior the effective period.