



ANGELO STATE UNIVERSITY

Office of the Vice President for Finance and Administration

March 10, 2008

TO: All University Employees  
FROM: Sharon K. Meyer *Sharon*  
Vice President for Finance and Administration  
SUBJECT: Holiday Schedule for 2008-2009

Holidays authorized for State agencies during 2008-2009, including the three days of additional leave time considered as holidays, are governed by State law which provides for a maximum of 17 legal holidays. Of those 17 holidays, two holidays fall on the same date and result in joint observance and one falls on a weekend and cannot be observed on another day, reducing the total to 15 legal holidays.

In order to provide the most convenient holiday schedule consistent with State law, the Board of Regents has approved the following holiday schedule for Angelo State University employees during the 2008-2009 year.

September 1	Labor Day
November 27-28	Thanksgiving Holidays
December 23-January 2	Winter Holidays
January 19	Martin Luther King, Jr. Day
April 10	Spring Holiday
May 25	Memorial Day

Under the provision of Article V of Senate Bill 5, 73rd Legislature, Regular Session, a State employee is entitled to observe optional holidays, such as Rosh Hashanah, Yom Kippur, etc., in lieu of any holiday or holidays normally observed by the University. Department heads should contact the Office of Human Resources for further details on how to document this observance.

The nature of the responsibilities in certain areas requires someone to be on duty during the holidays. Those employees who work during a holiday period will be allowed compensatory time off at a later date. If compensatory time off is required, department heads should contact the Office of Human Resources to discuss the procedures that need to be followed.