

TO: All University Employees

FROM: Sharon K. Meyer  
Vice President for Finance and Administration

SUBJECT: Holiday Schedule for 2010-2011

State law provides for seventeen (17) state holidays in FY2011. Five (5) of the state holidays fall on weekends and cannot be substituted for other regular working days. The result is twelve (12) observable holidays for FY2011.

In order to provide the holiday schedule consistent with State law, the Board of Regents has approved the following holiday schedule for Angelo State University employees from **September 1, 2010 through August 31, 2011.**

September 6	Labor Day
November 25-26	Thanksgiving Holidays
December 24-31	Winter Holidays
January 17	Martin Luther King, Jr. Day
May 30	Memorial Day
July 4	Independence 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, Cesar Chavez Day and Good Friday. Since the university is closed on scheduled holidays, employees who wish to take an optional holiday will be required to use vacation leave or compensatory time.

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