



ANGELO STATE UNIVERSITY

Office of the Vice President for Finance and Administration

July 9, 2009

TO: All University Employees
FROM: Sharon K. Meyer *Sharon K. Meyer*
Vice President for Finance and Administration
SUBJECT: Holiday Schedule for FY 2009-2010

Holidays authorized for state agencies during FY 2009-2010, 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, three holidays fall on a weekend and cannot be substituted for other regular working days. The result is 14 observable holidays for FY 2009-2010.

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.

September 7	Labor Day
November 26-27	Thanksgiving Holidays
December 23-January 1	Winter Holidays
January 18	Martin Luther King, Jr. Day
April 2	Spring Holiday
May 31	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. Since the university is closed on scheduled holidays, employees who wish to take an optional holiday will be required to give up a scheduled holiday by using vacation leave or compensatory time to offset the paid scheduled holiday.

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 equivalent time off at a later date. If equivalent time off is required, department heads should contact the Office of Human Resources to discuss the procedures that need to be followed.