[Minor revisions: March 17, 2015]

Angelo State University
Operating Policy and Procedure

OP 52.19: **Holidays**

DATE: March 17, 2015

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish university procedure pertaining to holidays.

REVIEW: This OP will be reviewed in March every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by April 15th of the same year.

POLICY/PROCEDURE

1. Policy

Per Texas Government Code 662.011, institutions of higher education are limited to taking the same number of holidays as other state agencies and may differ from the prescribed state holidays so as to coincide with the academic calendar. This allows institutions to modify their holiday schedule to accommodate an efficient academic schedule. The holiday schedule for Angelo State University is prepared and presented to the Board of Regents of the Texas Tech University System for approval and then distributed to employees prior to the beginning of each fiscal year by the vice president for finance and administration.

2. Eligibility

Only benefits-eligible employees regularly working 20 hours or more per week are entitled to be paid for holidays. Student employees and temporary employees are not eligible for holiday pay. Please refer to OP 52.09 for definitions of employee categories. Eligible employees are entitled to be paid only for holidays if the holiday does not fall on a weekend and the employee is not on leave without pay.

To be paid for a holiday that falls on a day other than the first or last workday of the month, the employee must be a regular university employee on the day before and the day after the holiday. This includes regular employees who are on paid leave, such as vacation or sick leave, but not those who are on leave without pay.

If the holiday falls on the first workday of a month, the employee must be a regular university employee on the day immediately after the holiday to be paid. If the holiday falls on the last workday of the month, the employee must be a regular university employee on the day immediately before the holiday to be paid. Again, this includes regular employees who are on paid leave, such as vacation or sick leave, but not those who are on leave without pay.

3. Essential Personnel

Certain staff members, particularly those employed in essential and student-related operations, may not be able to observe all holidays on the days designated. A condition of their employment is that when it is necessary to keep an activity in operation during a holiday, an adequate number of the staff must be present for that purpose. Determination of which individuals will be designated as essential to operations will be made at a departmental level. It is the responsibility of the department head or program supervisor to provide justification for an essential personnel designation and to communicate this designation to the affected employee(s). Refer to OP 52.20 Staffing During Inclement Weather for further explanation of essential personnel designation and leave reporting associated with that designation.

4. Working on Holidays

An employee who is eligible for a holiday with pay, but is required to work on a holiday, will be entitled to equivalent time off during the twelve-month period following the date of the holiday that was worked. Such time off will be taken on a date mutually agreed upon by the employee and the supervisor, and will be granted on the basis of one hour off for each hour worked on the holiday.

5. Optional Holidays

Per Texas Government Code 662.003, a state employee is entitled to observe Rosh Hashanah, Yom Kippur, Good Friday, Cesar Chavez Day, or other holy days as optional holidays. A state employee is entitled to each optional holiday if the employee qualifies for the paid day off and agrees to give up during the same fiscal year an equivalent number of state holidays provided the employee does not agree to give up the Friday after Thanksgiving Day, December 24 or December 26. Optional holidays cannot be substituted for a national holiday.

Because the university is closed on holidays, except for essential and student-related operations, employees who do not work in these areas and 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. Employees who do work for essential or student-related operations where work is scheduled during holidays, may trade off an optional holiday for a scheduled holiday. It is Angelo State University's policy to provide reasonable accommodations, as stated herein, to employees who wish to take optional holidays.