



To: All Faculty and Staff

From: William M. Behrendt, Ph.D.
Vice President for Human Resources

Date: June 22, 2009

Subject: UT Southwestern 2009 - 2010 Vacation and Holiday Schedule

We expect that the State of Texas Legislature will once again designate 14 holidays for fiscal year 2009 - 2010 (same as this year). The total number of holidays awarded to state employees fluctuates annually because when holidays fall on Saturday or Sunday, they are not observed. Institutions of higher education may rearrange state holidays and establish their own holidays in order to provide more effective work schedules that are consistent with the academic calendar.

Floating Holidays

At UT Southwestern we have elected to designate three (24 hours) of the 14 state holidays allowed as "Floating Holidays" in order to give employees more flexibility in choosing their own time off. These 24 hours are evenly distributed throughout the 12 month fiscal year with 2 hours accruing the first of each month. Floating holiday hours may be scheduled with prior approval of the employee's immediate supervisor. Floating holidays do not have a 'wait' period before the employee may schedule the use. Regular benefits-eligible employees appointed for less than 40 hours will accrue floating holiday hours proportionate to their appointment percent.

Clinical Operations and Support

The University Clinics will be fully staffed and operational on certain holidays as designated in the chart below. Please note that since the Clinics will be closed for two consecutive days from December 24-25, it is imperative that they be fully staffed and operational December 21-23. For those days on which the Clinics are open, the areas which support the operations of the Clinics, e.g., radiology, labs, valet services, the business office, etc., must also be staffed with at least a skeleton crew. **The University Hospitals will be fully operational on all holidays, with the appropriate skeleton crew in support areas.**

Central Administration

Central administrative departments such as the Offices of Business Affairs, Human Resources, News and Publications, will remain open with skeleton crew on all holidays that the clinics are open.

Academic Offices and Research Labs

Although Academic departments and labs will generally be closed on all holidays, a department chair may require a skeleton crew on the Martin Luther King, Jr. Day, Presidents' Day, and Spring holidays if deemed necessary to conduct the business of UT Southwestern.

An employee who works as a member of a skeleton crew or who works on a designated holiday, with prior supervisory approval, will be granted state compensatory time in lieu of the holiday. State compensatory time off must be scheduled within twelve (12) months following the workweek in which it was earned. State compensatory time off must be used before vacation hours.

State compensatory time may also be used to observe an alternative religious holiday(s), or a state or national holiday that is not officially observed by UT Southwestern. The Texas Legislature has specified Rosh Hashanah, Yom Kippur, and Cesar Chavez Day as optional holidays. Employees are entitled to observe these holidays provided that they work a skeleton crew holiday, or use accrued and available leave.

Holidays

The holiday schedule for 2009-2010 is as follows **(Please note that these dates may be subject to change based on final decisions from the State Legislature; if so, you will be promptly notified):**

Date	Holiday	Status		
		Academic Offices/Labs	Clinics	Central Admin
Monday, September 7, 2009	Labor Day	Closed	Closed	Closed
Thursday, November 26, 2009	Thanksgiving Day	Closed	Closed	Closed
Friday, November 27, 2009	Thanksgiving Holiday	Closed	Closed	Closed
Thursday, December 24, 2009	Christmas Holiday	Closed	Closed	Closed
Friday, December 25, 2009	Christmas Holiday	Closed	Closed	Closed
Friday, January 1, 2010	New Years Day	Closed	Closed	Closed
Monday, January 18, 2010	Martin Luther King, Jr. Day	Closed	Open	Skeleton
Monday, February 15, 2010	Presidents' Day	Closed	Open	Skeleton
Friday, April 2, 2010	Spring Holiday	Closed	Open	Skeleton
Monday, May 31, 2010	Memorial Day	Closed	Closed	Closed
Monday, July 5, 2010	Independence Day Holiday	Closed	Closed	Closed

Vacation

The vacation accrual rates and floating holiday accrual rates for full time employees are as follows:

Employee with Total State Employment of:	Hours Accrued Per Month			Maximum Vacation Carryover into Next Fiscal Year
	Holiday	Vacation	Total Hours Accrued	
0 but less than 2 years	2	8	10	180
2 but less than 5 years	2	9	11	244
5 but less than 10 years	2	10	12	268
10 but less than 15 years	2	11	13	292
15 but less than 20 years	2	13	15	340
20 but less than 25 years	2	15	17	388
25 but less than 30 years	2	17	19	436
30 but less than 35 years	2	19	21	484
35 years or more	2	21	23	532

Employees are encouraged to utilize their holidays and vacation in the year it is earned. The number of unused vacation hours that can carry forward from one fiscal year into the next is shown above. Holiday hours are not included in the maximum hours that can carry forward. Unused holiday hours must be separately accounted for and can carry forward from one fiscal year into the next. Unused vacation leave in excess of the maximum carry forward amount will be credited to the employee's sick leave balance on September 1, 2009. Maximum carryover and accrued hours for part-time benefits eligible employees are proportionate to their appointment percent.