



UT Health Science Center: HR0350-H Holidays	
Version 1	Publication Date: 05/23/2022

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Related Policies: HR0320 – Administrative Closings		

OBJECTIVE

To establish University holidays and define payment to regular University employees for holidays.

HSC POLICY AND PROCEDURE

University policy sets for the following as holidays:

- New Year’s Day
- Martin Luther King, Jr. Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

When a recognized holiday falls on Saturday it shall be observed on the preceding Friday. When a recognized holiday falls on Sunday it shall be observed on the following Monday.

Holiday Schedule

The Chancellor annually shall publish the Health Science Center closing dates for the official holidays including any additional administrative closing dates supplementing the official holiday closings. (See also Policy HR320 Administrative Closings.)

Holiday Pay

If an employee is requested to work on a holiday, the supervisor must see that the employee either receives pay for working the holiday or receives another day off within ninety (90) days of the holiday.

Holiday pay for regular part-time employees is calculated on a pro rata basis.

See policy HR350 for additional provisions related to payment for holidays.

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The departmental timekeeper has responsibility for recording holiday leave.