



THE UNIVERSITY of TEXAS SYSTEM
FOURTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

FY 2018 Holiday Schedule

Date	Day	Holiday	System Administration Status
September 4, 2017	Monday	Labor Day	Closed
November 23, 2017	Thursday	Thanksgiving Day	Closed
November 24, 2017	Friday	Day after Thanksgiving	Closed
December 22, 2017	Friday	Winter Holiday	Skeleton Workforce Required
December 25, 2017	Monday	Winter Holiday	Closed
December 26, 2017	Tuesday	Winter Holiday	Closed
December 27, 2017	Wednesday	Winter Holiday	Skeleton Workforce Required
December 28, 2017	Thursday	Winter Holiday	Skeleton Workforce Required
December 29, 2017	Friday	Winter Holiday	Skeleton Workforce Required
January 1, 2018	Monday	Winter Holiday	Closed
January 15, 2018	Monday	Martin Luther King, Jr. Day	Closed
May 28, 2018	Monday	Memorial Day	Closed
July 4, 2018	Wednesday	Independence Day	Closed
Variable	Variable	Floating Holiday	N/A

Holiday Leave. Paid holiday leave is provided to employees who are appointed to work at least 20 hours per week for a period of at least four and one-half continuous months. Employees appointed less than full-time but at least 20 hours per week are eligible for holiday leave, including floating holiday leave, proportionate to the number of hours appointed.

The legislature provides institutions of higher education the flexibility to establish their own holiday schedules. This flexibility allows U.T. System Administration to establish a holiday schedule that is more compatible with the academic calendars of the institutions we serve. Accordingly, U.T. System Administration observes the same number of holidays observed by state agencies even though our respective holiday schedules may differ.

Skeleton Workforce Required. Offices must remain open and sufficiently staffed to conduct official business.

Floating Holiday. A one-day floating holiday (8 hours for full-time employees) is included in the FY 2018 holiday schedule and may be used at any time during the fiscal year with prior approval from the employee's manager. Floating holiday hours should be used by August 31, 2018, but may be carried over to the next fiscal year if not used.

Holiday Compensatory Time. Employees who work on a holiday will receive equivalent time off within the 12-month period following the holiday worked.

Optional Holidays. The legislature has designated Rosh Hashanah, Yom Kippur, and Good Friday as optional holidays. A holiday pay-eligible employee may observe optional holidays by working on any holiday in which a skeleton workforce is required or by using applicable accrued leave.