Procedure Statement

This Procedure will establish how Texas A&M University-San Antonio will administer system holidays for certain work schedules and establish parameters for requesting paid leave around system approved holidays.

Reason for Procedure

Because certain functional areas/units at Texas A&M University-San Antonio observe schedules that are not in the normal eight hour-five day a week format, a Procedure is needed on how to administer system holidays to fit those schedules. This Procedure will also advise on how paid leave should be requested around system holidays.

Procedure Process

1. GENERAL

   1.1 The Board of Regents establishes the holiday schedule on recommendation of the Chancellor and the CEOs.

2. WORKDAY IMMEDIATELY BEFORE AND AFTER SCHEDULED HOLIDAYS

   2.1 An employee must request paid leave in lieu of a workday at least three business days in advance of a System holiday if the requested day falls immediately before or after a holiday. This paid leave must be entered in LeaveTraq prior to the start day of the leave requested.

   2.2 Exception to the 3 day policy must be approved by the President or the appropriate delegate.

3. ELIGIBILITY

   3.1 All regular employees in accordance with System Regulation 31.01.01 Compensation Administration, section 2.1 are entitled to holiday pay.
3.2 A regular employee who works less than full-time will receive holiday pay and holiday compensatory time proportionate to his or her percentage of full-time effort as reflected in the budget.

4. WORK SCHEDULES AND SYSTEM HOLIDAYS

4.1 On scheduled holidays employees will receive 8 hours of holiday pay regardless of their typical work schedule. Example: If an employee participates in a Flexible Work Schedule and typically works 10 hours a day, they would only be compensated for 8 hours of holiday pay.

4.2 When a Holiday falls on an employee’s scheduled day off, the employee will be awarded 8 hours of compensatory time.

4.3 When a holiday falls on a scheduled work day for the employee and the employee is required to work based on duty position, the employee will be awarded 8 hours of compensatory time.

4.4 A person in a FLSA exempt or non-exempt position who works on a scheduled holiday will be entitled to equivalent time off with pay to be taken during the 12-month period following the end of the workweek in which the holiday occurred and on such day(s) as may be mutually agreed upon by the employee and his or her supervisor. However, if total hours actually worked in the workweek exceed 40 for a non-exempt employee, FLSA overtime provisions apply.

4.5 Supervisors are not authorized to modify employees work schedule in order to grant more hours of holiday pay.

5. COMPUTATION OF TOTAL ACCUMULATED LEAVE (HOLIDAY PAY)

5.1 Except as provided in 5.3, an employee who, on the date of separation is normally scheduled to work at least 40 hours a week will have eight (8) hours added to his or her accrued vacation for each holiday that falls within the period after the date of separation and during which the employee could have used the time.

5.2 For an employee who, on the date of separation, is normally scheduled to work less than 40 hours a week, the number of hours added to the employee’s accrued vacation for each holiday is proportionally reduced according to the employee’s normally scheduled weekly work hours.

5.3 For an employee who is paid under this section because the separation from state employment involves a move to a position in a state agency that does not accrue vacation time, no hours will be added to the employee’s accrued vacation for a holiday that is scheduled to fall within the period after the date of separation and during which the employee could have used the time.

5.4 Holiday pay will not be included in the payment of frozen vacation balances upon termination of employment.
Related Statutes, Policies, or Requirements

System Policy 31.04 Holidays
System Regulation 31.04.01 System Holidays
System Regulation 31.01.01 Compensation Administration
TAMU-SA Procedure 33.06.01.00.01 Flexible Work Schedules

Definitions

Workday – Scheduled day of work for an employee of Texas A&M University-San Antonio.

Paid Leave – Time that an employee accrues to use in lieu of a workday.

TimeTraq – The Texas A&M University System online time keeping system.

LeaveTraq – The Texas A&M University System online leave management system.

Standard Work Schedule – 8 work hours a day, 5 days a week with one hour lunch break.

Contact Office

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