



TENTATIVE HOLIDAY AND VACATION SCHEDULE FOR FISCAL YEAR 2012-13

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Those employees who wish to observe a religious holiday or another day of remembrance other than the ones cited above may do so by requesting a vacation day or by working one of the holidays shown in boxes. In accordance with the Appropriations Bill, the university must "have on hand enough personnel to carry on...public business" during the holidays shown in boxes.

<http://tlo2.tlc.state.tx.us/statutes/gv.toc.htm>

Employees With Total
State Employment of:

Vacation Hours Accrued
Per Month

Maximum Hours To Carry Forward From
One Fiscal Year to Next Fiscal Year*

0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35+ years	21	532

○ - Indicates "full closure" holiday

□ - Indicates "skeleton crew" holiday

*The maximum hours that may be carried over to the next fiscal year is based on the employee's full-time equivalent (FTE) as of August 31st.