

## UTSA Holiday Schedule 2012 - 2013

Date	Holiday	Day
September 3, 2012	Labor Day	Monday
November 22, 2012	Thanksgiving Day	Thursday
November 23, 2012	Day after Thanksgiving	Friday
December 24, 2012	Day before Christmas	Monday
December 25, 2012	Christmas Day	Tuesday
December 26, 2012	Day after Christmas	Wednesday
December 27, 2012	Winter Holiday (skeleton crew)*	Thursday
December 28, 2012	Winter Holiday (skeleton crew)*	Friday
December 31, 2012	New Year's Eve (skeleton crew)*	Monday
January 1, 2013	New Year's Day	Tuesday
January 21, 2013	Martin Luther King, Jr. Day	Monday
May 27, 2013	Memorial Day	Monday
July 4, 2013	Independence Day	Thursday

Texas Legislators designated 13 holidays for fiscal year 2012-2013. The total number of holidays awarded to state employees fluctuates annually because when typical 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 holiday:** Floating holiday(s) are awarded when all Federal and State holidays have been allocated AND a remainder exists between the total number of holidays allocated and the total number of holidays designated by the Texas Legislature. This did not occur for fiscal year 2012-2013. The total number of holidays granted may not exceed the number of holidays provided by the Texas Legislature. As a result, no floating holiday hours will be awarded for fiscal year 2012-2013.

**\*Skeleton work crew days :** In accordance with the provisions of the Texas Government Code § 662.004 , a state agency must have enough employees on duty to conduct business during any holidays that UTSA selects that are not designated as "all (state) agencies closed."

An employee who serves as a member of a skeleton crew will be granted state compensatory time in lieu of the holiday in accordance to Chapter 4.27, section D. of the [Handbook of Operating Procedures "State Compensatory Time"](#). State compensatory time off must be scheduled within twelve (12) months following the workweek in which it was earned with the prior approval of the employee's supervisor.

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