

### UTSA Holiday Schedule 2013-2014

Date	Holiday	Day
September 2, 2013	Labor Day	Monday
November 28, 2013	Thanksgiving Day	Thursday
November 29, 2013	Day after Thanksgiving	Friday
December 23, 2013	Winter Holiday (skeleton crew)*	Monday
December 24, 2013	Day before Christmas	Tuesday
December 25, 2013	Christmas Day	Wednesday
December 26, 2013	Day after Christmas	Thursday
December 27, 2013	Winter Holiday (skeleton crew)*	Friday
December 30, 2013	Winter Holiday (skeleton crew)*	Monday
December 31, 2013	New Year's Eve (skeleton crew)*	Tuesday
January 1, 2014	New Year's Day	Wednesday
January 2, 2014	Day after New Year's Day (skeleton crew)*	Thursday
January 20, 2014	Martin Luther King, Jr. Day	Monday
May 26, 2014	Memorial Day	Monday
July 4, 2014	Independence Day	Friday

Texas Legislators designated 15 holidays for fiscal year 2013-2014. 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.

**\*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.