

## UTSA Holiday Schedule 2014-2015

Date	Holiday	Day
September 1, 2014	Labor Day	Monday
November 27, 2014	Thanksgiving Day	Thursday
November 28, 2014	Day after Thanksgiving	Friday
December 22, 2014	Winter Holiday (skeleton crew)*	Monday
December 23, 2014	Winter Holiday (skeleton crew)*	Tuesday
December 24, 2014	Day before Christmas	Wednesday
December 25, 2014	Christmas Day	Thursday
December 26, 2014	Day after Christmas	Friday
December 29, 2014	Winter Holiday (skeleton crew)*	Monday
December 30, 2014	Winter Holiday (skeleton crew)*	Tuesday
December 31, 2014	Winter Holiday (skeleton crew)*	Wednesday
January 1, 2015	New Year's Day	Thursday
January 2, 2015	Winter Holiday (skeleton crew)*	Friday
January 19, 2015	Martin Luther King, Jr. Day	Monday
May 25, 2015	Memorial Day	Monday

Texas Legislators designated 15 holidays for fiscal year 2014-2015. 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.