

## UTSA Holiday Schedule for 2022-2023

Holiday	Day	Date
Labor Day	Monday	September 5, 2022
Thanksgiving Day	Thursday	November 24, 2022
Day after Thanksgiving	Friday	November 25, 2022
Winter Holiday	Monday	December 26, 2022
Winter Holiday *	Tuesday	December 27, 2022
Winter Holiday *	Wednesday	December 28, 2022
Winter Holiday *	Thursday	December 29, 2022
Winter Holiday	Friday	December 30, 2022
Martin Luther King Jr. Day	Monday	January 16, 2023
Memorial Day	Monday	May 29, 2023
Emancipation Day	Monday	June 19, 2023
Independence Day	Tuesday	July 4, 2023
Floating Holiday	N/A	N/A

*\*Skeleton Workforce Required*

The number of annual holidays UTSA is permitted to observe is determined by the national and state holidays referenced in Sec. 662.003 of the Texas Government Code including where those holidays fall during the calendar week. Holidays that fall on a weekend are not included in the total annual count. Institutions of higher education are granted the flexibility to establish their own schedules. UTSA observes the same number of holidays as other state agencies though the dates may differ.

### Floating Holiday

Some years, the holiday schedule includes a floating holiday. If included in the holiday schedule, full-time employees receive 8 hours of floating holiday leave per day. Part-time, benefits-eligible employees receive a proportionate amount based on the number of hours appointed to work weekly. Use of floating holiday time may be scheduled at any time during the fiscal year with the prior approval of the employee's immediate supervisor. Unused floating holiday time carries over from one year to the next. Employees are paid for any unused floating holiday time upon separation from the University.

### Skeleton Workforce

Texas Government Code Sec. 662.004 requires that the university have enough employees on duty to conduct business during designated skeleton workforce days. Technology allows many employees to work virtually while still being considered on duty. While there are some responsibilities that require someone to be in the office, if employees can fulfill the business requirements from any location, supervisors are encouraged to consider allowing them to work remotely.

# UTSA People Excellence

## UTSA Holiday Schedule for 2022-2023

Supervisors should consult with their division leadership to determine how their departments will handle skeleton workforce days. For example, if the work of the department involves conducting business with students, employees or the public, then a skeleton workforce would probably be necessary. Depending on the type of work, the division leader might allow the skeleton workforce to work from an off-campus location or by phone. Based on recommendations from the supervisor, the division leader determines the minimum number of staff required for an on-site skeleton crew.

Benefits-eligible employees who serve as a member of a skeleton workforce will be granted state compensatory time in accordance with [HOP 4.27 State Compensatory Time](#). Earned holiday compensatory time must be used within the 12-month period following the holiday worked or it lapses.

### **Optional Holidays**

The legislature has designated Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chavez Day as optional holidays. Benefits-eligible employees may observe optional holidays in lieu of any holiday or holidays on which the University is required to be open and staffed. Employees are entitled to observe these holidays provided that they use state compensatory time accrued or use available leave. Employee requests to observe these holidays should be submitted for approval to their supervisor in advance of the holiday.