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 skeleton crew holidays. In accordance with the Appropriations Bill, the university must “have on hand enough personnel to carry on ... public business” on all skeleton crew holidays.

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

*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.
holidays

September 7
November 26, 27
November 24, 25, 28*, 29*, 30*, 31*
December 1
January 1
January 18
February 15
May 31
July 5

Labor Day
Thanksgiving Holidays
December Holidays
New Year’s Day
Martin Luther King, Jr. Day
President’s Day
Memorial Day
Independence Day

*Indicates “skeleton crew” holidays

If you have any questions, please call Human Resources at 713 500-3130, or visit the Website at:
http://hr.uth.tmc.edu/vacation_holiday_schedule.html

The UTHSC-H Recreation Center celebrates its 25th anniversary this year.

For information on what the Rec Center offers, visit the Auxiliary Enterprises website at http://ae.uth.tmc.edu/ and click on Recreation Center.

adverse conditions

In a serious weather or other emergency, UT Health Science Center employees and students may use the following means to find out the university’s open/closed status:

- Employees with offices in the Medical School Building, Replacement Research Facility, UT Professional Building or Jesse Jones Library Building, call 713-500-7999.
- UT Harris County Psychiatric Center employees, call 713-741-5001.
- All other employees, fellows, residents and students, call 713-500-9996.
- Toll-free number if Houston numbers don’t work: 1-866-237-0107.
- Closings and other emergency conditions will be posted on the Web at http://www.uthouston.edu and http://www.uth.tmc.edu.
  If these sites are not working, use http://www.uthoustonemergency.org/
- Tune to local radio and television stations.

If these communication media are out of order or do not provide adequate information, employees should call their supervisors. All employees and supervisors are reminded to keep contact numbers with them so that they can reach each other in case of emergency. Supervisors should exercise their best judgment in allowing employees to use appropriate leave time in the event of family emergencies or concerns about getting to work safely. Employees should discuss their situation with their supervisor.

Employees defined by their department as “essential” and employees and students with clinical obligations at hospitals and other locations should check with their supervisors.