

# 2009-2010

## holiday and vacation schedule

25 years  
UT Recreation Center



### SEPTEMBER

S	M	T	W	T	F	S
		\$1	2	3	4	5
6	★	8	9	10	11	12
13	14	15	\$16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### OCTOBER

S	M	T	W	T	F	S
				\$1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	\$16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### NOVEMBER

S	M	T	W	T	F	S
1	\$2	3	4	5	6	7
8	9	10	11	12	13	14
15	\$16	17	18	19	20	21
22	23	24	25	★	★	28
29	30					

### DECEMBER

S	M	T	W	T	F	S
		\$1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	\$16	17	18	19
20	21	22	23	★	★	26
27	★	★	★	★		

### JANUARY

S	M	T	W	T	F	S
					★	2
3	\$4	5	6	7	8	9
10	11	12	13	14	15	16
17	★	\$19	20	21	22	23
24	25	26	27	28	29	30
31						

### FEBRUARY

S	M	T	W	T	F	S
		\$1	2	3	4	5
6	7	8	9	10	11	12
13	14	★	\$16	17	18	19
20	21	22	23	24	25	26
27	28					

### MARCH

S	M	T	W	T	F	S
		\$1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	\$16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### APRIL

S	M	T	W	T	F	S
					\$1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	\$16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### MAY

S	M	T	W	T	F	S
						1
2	\$3	4	5	6	7	8
9	10	11	12	13	14	15
16	\$17	18	19	20	21	22
23	24	25	26	27	28	29
30	★					

### JUNE

S	M	T	W	T	F	S
		\$1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	\$16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### JULY

S	M	T	W	T	F	S
					\$1	2
3	4	★	6	7	8	9
10	11	12	13	14	15	\$16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### AUGUST

S	M	T	W	T	F	S
1	\$2	3	4	5	6	7
8	9	10	11	12	13	14
15	\$16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

★ Indicates "full closure" holiday

★ Indicates "skeleton crew" holiday

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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  
2 but less than 5 years  
5 but less than 10 years  
10 but less than 15 years  
15 but less than 20 years  
20 but less than 25 years  
25 but less than 30 years  
30 but less than 35 years  
35+ years

8  
9  
10  
11  
13  
15  
17  
19  
21

180  
244  
268  
292  
340  
388  
436  
484  
532



THE UNIVERSITY of TEXAS  
HEALTH SCIENCE CENTER AT HOUSTON

\*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	Labor Day
November 26, 27	Thanksgiving Holidays
December 24, 25, 28*, 29*, 30*, 31*	December Holidays
January 1	New Year's Day
January 18	Martin Luther King, Jr. Day
February 15	President's Day
May 31	Memorial Day
July 5	Independence Holiday

\*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](http://hr.uth.tmc.edu/vacation_holiday_schedule.html)

## pay schedule

period	date range	pay date
1	9/1 - 9/15	9/16/09
2	9/16 - 9/30	10/1/09
3	10/1 - 10/15	10/16/09
4	10/16 - 10/31	11/2/09
5	11/1 - 11/15	11/16/09
6	11/16 - 11/30	12/1/09
7	12/1 - 12/15	12/16/09
8	12/16 - 12/31	1/4/10
9	1/1 - 1/15	1/19/10
10	1/16 - 1/31	2/1/10
11	2/1 - 2/15	2/16/10
12	2/16 - 2/28	3/1/10
13	3/1 - 3/15	3/16/10
14	3/16 - 3/31	4/1/10
15	4/1 - 4/15	4/16/10
16	4/16 - 4/30	5/3/10
17	5/1 - 5/15	5/17/10
18	5/16 - 5/31	6/1/10
19	6/1 - 6/15	6/16/10
20	6/16 - 6/30	7/1/10
21	7/1 - 7/15	7/16/10
22	7/16 - 7/31	8/2/10
23	8/1 - 8/15	8/16/10
24	8/16 - 8/31	9/1/10

Insurance deductions will occur each pay date.

*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.