

# Holiday & Vacation Schedule

**SEPTEMBER**

S	M	T	W	T	F	S
	★	\$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				

**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
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	★	★	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	★	★	★	27
28	★	★	★			

**JANUARY**

S	M	T	W	T	F	S
				★	\$3	
4	5	6	7	8	9	10
11	12	13	14	15	\$16	17
18	★	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
15	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	★	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	★	26	27	28	29	30
31						

**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	★	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	

**AUGUST**

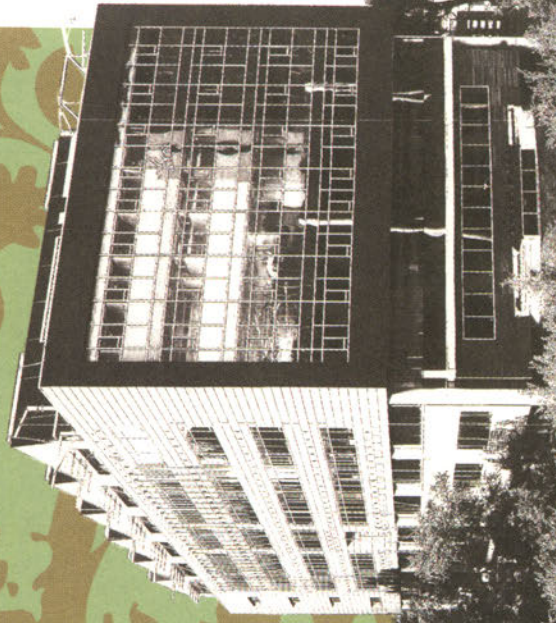
S	M	T	W	T	F	S
2	\$3	4	5	6	7	8
9	10	11	12	13	14	15
16	\$17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Those employees who wish to observe a religious holiday or another day of remembrance other than the ones cited may do so by requesting a vacation day or by working one of the holidays shown with a gray star. In accordance with the Appropriations Bill, the university must "have on hand enough personnel to carry on...public business" during the holidays shown in gray.

Employees with total state employment years of:	Vacation hours accrued per month:	Maximum hours to carry forward from one 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.

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★ = "Full Closure" Holiday    ★ = "Skeleton Crew" Holiday    \$ = Indicates Pay Day



## 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.
- Tollfree 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.uhouston.edu> and <http://www.uh.tmc.edu>. If these sites are not working, use <http://www.uhoustonemergency.org/>
- Tune to radio station KTRHAM 740 or local television stations KHOU 11, KHCW 39, KPRC 2, KRIV 26, KXLN 45 and KTMD 47.

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.

## HOLIDAYS

September 1	Labor Day
November 27, 28	Thanksgiving Holidays
December 24, 25, 26, 29*, 30*, 31*	December Holidays
January 1, 2*	New Year's Day
January 19	Martin Luther King, Jr. Day
March 13*	Spring Break
May 25	Memorial Day
July 3*	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.uh.tmc.edu/vacation\\_holiday\\_schedule.html](http://hr.uh.tmc.edu/vacation_holiday_schedule.html)

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## PAY SCHEDULE

Period	Date Range	Pay Date
1	09/01 - 09/15	9/16/08
2	09/16 - 09/30	10/1/08
3	10/01 - 10/15	10/16/08
4	10/16 - 10/31	11/3/08
5	11/01 - 11/15	11/17/08
6	11/16 - 11/30	12/1/08
7	12/01 - 12/15	12/16/08
8	12/16 - 12/31	1/2/09
9	01/01 - 01/15	1/16/09
10	01/16 - 01/31	2/2/09
11	02/01 - 02/15	2/17/09
12	02/16 - 02/28*	3/2/09
13	03/01 - 03/15	3/16/09
14	03/16 - 03/31	4/1/09
15	04/01 - 04/15	4/16/09
16	04/16 - 04/30	5/1/09
17	05/01 - 05/15	5/18/09
18	05/16 - 05/31	6/1/09
19	06/01 - 06/15	6/16/09
20	06/16 - 06/30	7/1/09
21	07/01 - 07/15	7/16/09
22	07/16 - 07/31	8/3/09
23	08/01 - 08/15	8/17/09
24	08/16 - 08/31	9/1/09

Please Note: Insurance deductions will occur each pay date.



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