

## SEPTEMBER

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	

## 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	★	★	26
27	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	24
25	★	★	★	★	★	31

## JANUARY

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

## 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	★	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	3	★	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
			\$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 Pay Date

★ Indicates "full closure" holiday

★ Indicates "skeleton crew" holiday

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

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.662.htm#662.004>

Employees with Total State Employment of:	Vacation Hours Accrued Per Month	Maximum Hours to Carry Forward From One Fiscal Year to Next Fiscal Year*	Holidays
0 but less than 2 years	8	180	September 5 November 24-25 December 26, 27*, 28*, 29*, 30*
2 but less than 5 years	9	244	Labor Day Thanksgiving Holidays December Holidays
5 but less than 10 years	10	268	January 2 January 16 February 20 May 28 July 4
10 but less than 15 years	11	292	New Year's Day Martin Luther King, Jr. Day Presidents' Day Memorial Day Independence Holiday
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	

\*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)

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 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.