

UTHealth celebrates

MD ANDERSON CANCER CENTER UTHealth
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES

2017-2018 HOLIDAY & VACATION SCHEDULE



- Indicates Pay Date
- Indicates "Closed for Official University Business" Holiday
- Indicates "Skeleton Crew" Holiday

September

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

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
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	26	27	28	29	30
31						

January

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			

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	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	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	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
			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	

PAY SCHEDULE

SEMI-MONTHLY

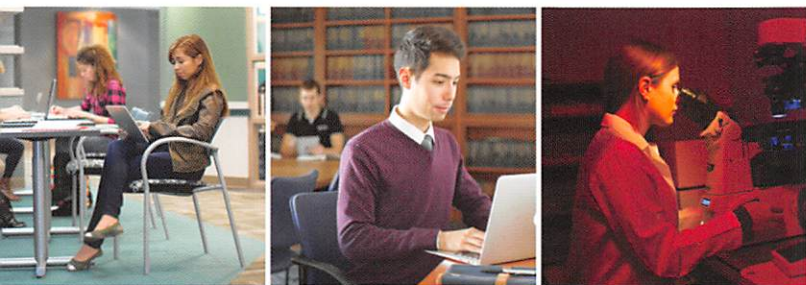


DATE RANGE

PAY DATE

September 1 -15, 2017.....	September 18, 2017
September 16 - 30, 2017.....	October 2, 2017
October 1 -15, 2017.....	October 16, 2017
October 16 - 31, 2017.....	November 1, 2017
November 1 - 15, 2017.....	November 16, 2017
November 16 - 30, 2017.....	December 1, 2017
December 1 -15, 2017.....	December 18, 2017
December 16 - 31, 2017.....	January 2, 2018
January 1 -15, 2018.....	January 16, 2018
January 16 - 31, 2018.....	February 1, 2018
February 1 - 15, 2018.....	February 16, 2018
February 16 - 28, 2018.....	March 1, 2018
March 1 - 15, 2018.....	March 16, 2018
March 16 - 31, 2018.....	April 2, 2018
April 1 - 15, 2018.....	April 16, 2018
April 16 - 30, 2018.....	May 1, 2018
May 1 - 15, 2018.....	May 16, 2018
May 16 - 31, 2018.....	June 1, 2018
June 1 -15, 2018.....	June 18, 2018
June 16 - 30, 2018.....	July 2, 2018
July 1 - 15, 2018.....	July 16, 2018
July 16 - 31, 2018.....	August 1, 2018
August 1 - 15, 2018.....	August 16, 2018
August 16 - 31, 2018.....	September 4, 2018

Insurance deductions will occur each pay date.



VACATION ACCRUAL

EMPLOYEES WITH TOTAL STATE EMPLOYMENT OF:	VACATION HOURS ACCRUED PER MONTH	MAX 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.

ADVERSE CONDITIONS

In the event of inclement weather or other emergency, UTHealth employees and students may use the following means to find out the university's open/closed status:

- Employees with offices in the McGovern Medical School Building, UT Professional Building or Jesse Jones Library Building, call 713-500-7999
- UTHealth 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 do not work: 1-866-237-0107
- In event of imminent threat or harm to the campus, such as an armed intruder or tornado, or if the university status changes from "open and operational" during a weather event, you can receive an emergency text message to your cell phone. For instructions to sign up and receive "UTHealthALERT" text messages, please visit the FAQ page at <https://go.uth.edu/FAQUTHealthALERT>
- Closings and other emergency conditions will be posted on the campus intranet (Inside UTHealth) at <https://inside.uth.edu> and on the university's emergency website www.uthealthemergency.org (a link to the emergency page is also provided at the bottom of the UTHealth website)
- Follow UTHealth's Emergency Twitter account (<http://twitter.com/UTHEmergency>), Facebook page (<https://www.facebook.com/MyUTHealth/>) and Twitter account (<https://twitter.com/UTHealth>) to receive real-time updates pushed directly to your cell phone or personal email account

If these communication channels are out of order or do not provide adequate information, employees should call their supervisors and students should contact their professors or advisors. All employees and supervisors are reminded to keep contact numbers with them so that they can reach one another in case of emergency. Employees should discuss their situation with their supervisor and 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 defined by their department as "essential" and employees and students with clinical obligations at hospitals, clinics or other locations should contact their supervisors.

FY 2018 HOLIDAYS

LABOR DAY	SEPTEMBER 4
THANKSGIVING HOLIDAYS	NOVEMBER 23, 24
DECEMBER HOLIDAYS	DECEMBER 22*, 25, 26, 27*, 28*, 29*
NEW YEAR'S DAY	JANUARY 1
MARTIN LUTHER KING, JR. DAY	JANUARY 15
PRESIDENTS' DAY	FEBRUARY 19
MEMORIAL DAY	MAY 28
INDEPENDENCE DAY	JULY 4

* Indicates "Skeleton Crew" holiday

Those employees who wish to observe a religious holiday or another day of remembrance other than the holidays in blue boxes 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.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL HUMAN RESOURCES AT 713-500-3130, OR VISIT THE WEBSITE AT:

<https://go.uth.edu/holidaycalendar>