

# 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:

- All students, fellows, residents, faculty, and staff, call 713-500-9996 or 1-866-237-0107, except:
  - UTHealth Harris County Psychiatric Center employees, call 713-741-5001
- In the event of imminent threat or harm to the campus or if the university status changes from "open and operational," 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>
- Status changes and other emergency conditions will be posted on the university intranet (Inside UTHealth) at <https://inside.uth.edu> and on the university's emergency website [www.uthhealthemergency.org](http://www.uthhealthemergency.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>) for real-time updates

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.



## Holidays

- LABOR DAY** September 2
- THANKSGIVING HOLIDAYS** November 28, 29
- DECEMBER HOLIDAYS** Dec. 23\*, 24, 25, 26, 27\*, 30\*, 31\*
- NEW YEAR'S DAY** January 1
- MARTIN LUTHER KING, JR. DAY** January 20
- PRESIDENTS' DAY** February 17
- MEMORIAL DAY** May 25
- INDEPENDENCE DAY** July 3

\*Indicates "skeleton crew" holiday

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

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

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

## 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.

## Semi-Monthly Pay Schedule

Date Range	Pay Date
September 1 -15, 2019	September 16, 2019
September 16 - 30, 2019	October 1, 2019
October 1 -15, 2019	October 16, 2019
October 16 - 31, 2019	November 1, 2019
November 1 - 15, 2019	November 18, 2019
November 16 - 30, 2019	December 2, 2019
December 1 -15, 2019	December 16, 2019
December 16 - 31, 2019	January 2, 2020
January 1 -15, 2020	January 16, 2020
January 16 - 31, 2020	February 3, 2020
February 1 - 15, 2020	February 18, 2020
February 16 - 29, 2020	March 2, 2020
March 1 - 15, 2020	March 16, 2020
March 16 - 31, 2020	April 1, 2020
April 1 - 15, 2020	April 16, 2020
April 16 - 30, 2020	May 1, 2020
May 1 - 15, 2020	May 18, 2020
May 16 - 31, 2020	June 1, 2020
June 1 -15, 2020	June 16, 2020
June 16 - 30, 2020	July 1, 2020
July 1 - 15, 2020	July 16, 2020
July 16 - 31, 2020	August 3, 2020
August 1 - 15, 2020	August 17, 2020
August 16 - 31, 2020	September 1, 2020

Insurance deductions will occur each pay date.



# 50<sup>th</sup> Anniversary

## McGovern Medical School



### 2019 - 2020 Holiday & Vacation Schedule

#### September

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

		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

						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

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

				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

							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	

#### March

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

			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

					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

		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

				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

							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 "Closed For Official University Business" Holiday   ■ Indicates "Skeleton Day" Holiday   ■ Indicates Semi-Monthly Payday