



2022-2023
Holiday & Vacation Schedule

BIWEEKLY PAYROLL CALENDAR

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
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
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					2	3
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18	19	20	21	22	23	24
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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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						31

AUGUST

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● FULL CLOSURE HOLIDAY
 ● SKELETON CREW HOLIDAY
 BIWEEKLY PAY DAY



ADVERSE CONDITIONS

In the event of inclement weather or other emergency, employees and students may use the following means to check the university's operational status (open or controlled access).

Status changes and other emergency conditions will be issued via:

- **UTHealth Houston Emergency website:** uthealthemergency.org
- The university's intranet, **Inside UTHealth Houston:** inside.uth.edu
- Official university email
- **UTHealth Houston ALERT** text message

This information also will be available via phone:

- Students, fellows, residents, faculty, and staff call: **713-500-9996** or **1-866-237-0107**
- UTHealth Houston Behavioral Sciences Campus 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 "UTHealth Houston ALERT" text messages, visit www.uth.edu/uthealthalert/enroll.

Follow UTHealth Houston for real-time updates:

- UTHealth Houston's **Emergency Twitter:** twitter.com/uthemergency
- UTHealth Houston on **Facebook:** facebook.com/UTHealthHouston
- UTHealth Houston on **Twitter:** twitter.com/UTHealthHouston

If these communication channels are inoperable or you need more specific 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 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.

BIWEEKLY

PAY SCHEDULE

Date Range	Pay Date
● Aug. 21 - Sept. 3, 2022	Sept. 9, 2022
● Sept. 4 - Sept. 17, 2022	Sept. 23, 2022
● Sept. 18 - Oct. 1, 2022	Oct. 7, 2022
● Oct. 2 - Oct. 15, 2022	Oct. 21, 2022
● Oct. 16 - Oct. 29, 2022	Nov. 4, 2022
● Oct. 30 - Nov. 12, 2022	Nov. 18, 2022
● Nov. 13 - Nov. 26, 2022	Dec. 2, 2022
● Nov. 27 - Dec. 10, 2022	Dec. 16, 2022
● Dec. 11 - Dec. 24, 2022	Dec. 30, 2022
● Dec. 25 - Jan. 7, 2023	Jan. 13, 2023
● Jan. 8 - Jan. 21, 2023	Jan. 27, 2023
● Jan. 22 - Feb. 4, 2023	Feb. 10, 2023
● Feb. 5 - Feb. 18, 2023	Feb. 24, 2023
● Feb. 19 - March 4, 2023	March 10, 2023
● March 5 - March 18, 2023	March 24, 2023
● March 19 - April 1, 2023	April 7, 2023
● April 2 - April 15, 2023	April 21, 2023
● April 16 - April 29, 2023	May 5, 2023
● April 30 - May 13, 2023	May 19, 2023
● May 14 - May 27, 2023	June 2, 2023
● May 28 - June 10, 2023	June 16, 2023
● June 11 - June 24, 2023	June 30, 2023
● June 25 - July 8, 2023	July 14, 2023
● July 9 - July 22, 2023	July 28, 2023
● July 23 - Aug. 5, 2023	Aug. 11, 2023
● Aug. 6 - Aug. 19, 2023	Aug. 25, 2023
● Aug. 20 - Sept. 2, 2023	Sept. 8, 2023

- **EARLY PAYROLL PROCESSING DEADLINE**
- **THIRD PAY PERIOD OF THE MONTH**

Insurance deductions will occur the first and second pay period of each month.

2022 – 2023

HOLIDAYS

- **Labor Day** | September 5
- **Thanksgiving Holidays** | November 24–25
- **December Holidays** | December 26, 27–30*
- **New Year's Day Observed** | January 2
- **MLK Day** | January 16
- **Memorial Day** | May 29
- **Juneteenth** | June 19
- **Independence Day** | July 4

If you have any questions, please call human resources at **713-500-3130**, or visit the website at go.uth.edu/holidaycalendar

To view the UT Physicians Operating Calendar, please visit: utpconnect.com/employee-life/ut-physicians-holidays

* Indicates "skeleton crew" holiday

Those employees who wish to observe a religious holiday not designated on this calendar may submit a request for a religious accommodation in accordance with HOOP Policy 112 – Religious Accommodations. Any individual seeking to observe another day of remembrance, other than those designated on this calendar, may request the day off and follow related timekeeping instructions in alignment with HOOP Policy 24 – Time & Attendance Reporting. 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

YEARS OF TOTAL STATE EMPLOYMENT	HOURS ACCRUED PER MONTH	MAX HOURS TO CARRY FORWARD 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 31.