

# UTHealth *celebrates* McGovern MEDICAL SCHOOL

## 2016-17 Holiday & Vacation Schedule

### 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		

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





## 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 don't work: 1-866-237-0107
- In the rare event of imminent threat or harm to the campus such as an armed intruder or tornado, 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.uthhealthemergency.org](http://www.uthhealthemergency.org)

- 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. 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 or clinics or other locations should contact their supervisors.

## HOLIDAYS

- LABOR DAY** September 5
- THANKSGIVING HOLIDAYS** November 24, 25
- DECEMBER HOLIDAYS** December 26, 27\*, 28\*, 29\*, 30\*
- NEW YEAR'S DAY** January 2
- MARTIN LUTHER KING, JR. DAY** January 16
- PRESIDENTS' DAY** February 20
- MEMORIAL DAY** May 29
- INDEPENDENCE DAY** July 4

\*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 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*
<b>0 but less than 2 years</b>	8	180
<b>2 but less than 5 years</b>	9	244
<b>5 but less than 10 years</b>	10	268
<b>10 but less than 15 years</b>	11	292
<b>15 but less than 20 years</b>	13	340
<b>20 but less than 25 years</b>	15	388
<b>25 but less than 30 years</b>	17	436
<b>30 but less than 35 years</b>	19	484
<b>35+ years</b>	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, 2016 . . . . .	September 16, 2016
September 16 - 30, 2016 . . . . .	October 3, 2016
October 1 -15, 2016 . . . . .	October 17, 2016
October 16 - 31, 2016 . . . . .	November 1, 2016
November 1 - 15, 2016 . . . . .	November 16, 2016
November 16 - 30, 2016 . . . . .	December 1, 2016
December 1 -15, 2016 . . . . .	December 16, 2016
December 16 - 31, 2016 . . . . .	January 3, 2017
January 1 -15, 2017 . . . . .	January 17, 2017
January 16 - 31, 2017 . . . . .	February 1, 2017
February 1 - 15, 2017 . . . . .	February 16, 2017
February 16 - 28, 2017 . . . . .	March 1, 2017
March 1 - 15, 2017 . . . . .	March 16, 2017
March 16 - 31, 2017 . . . . .	April 3, 2017
April 1 - 15, 2017 . . . . .	April 17, 2017
April 16 - 30, 2017 . . . . .	May 1, 2017
May 1 - 15, 2017 . . . . .	May 16, 2017
May 16 - 31, 2017 . . . . .	June 1, 2017
June 1 -15, 2017 . . . . .	June 16, 2017
June 16 - 30, 2017 . . . . .	July 3, 2017
July 1 - 15, 2017 . . . . .	July 17, 2017
July 16 - 31, 2017 . . . . .	August 1, 2017
August 1 - 15, 2017 . . . . .	August 16, 2017
August 16 - 31, 2017 . . . . .	September 1, 2017

Insurance deductions will occur each pay date.