

celebrates

The School of Public Health

2014-2015

UTHealth

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

6 campuses | 4 divisions  
**SCHOOL**  
 THE SCHOOL OF  
*Public Health*

BIOSTATISTICS | HEALTH PROMOTION AND BEHAVIORAL SCIENCES  
 EPIDEMIOLOGY, HUMAN GENETICS AND ENVIRONMENTAL SCIENCES | MANAGEMENT, POLICY AND COMMUNITY HEALTH

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# HOLIDAYS

|                                    |       |                             |
|------------------------------------|-------|-----------------------------|
| September 1                        | ..... | Labor Day                   |
| November 27, 28                    | ..... | Thanksgiving Holidays       |
| December 24, 25, 26, 29*, 30*, 31* | ..... | December Holidays           |
| January 1, 2*                      | ..... | New Year's Day Holidays     |
| January 19                         | ..... | Martin Luther King, Jr. Day |
| February 16                        | ..... | Presidents' Day             |
| May 25                             | ..... | Memorial Day                |
| July 3                             | ..... | Independence Holiday        |

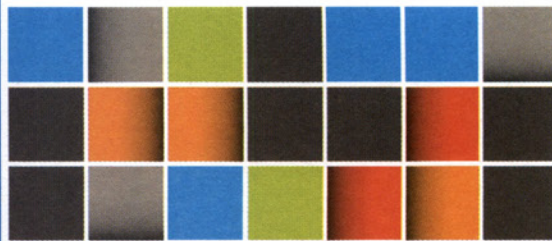
\*Indicates "skeleton crew" holiday

If you have any questions, please call Human Resources at 713 500-3130, or visit the Website at: <http://www.uth.edu/hr/department/employee-relations/holiday-vacation-schedule.htm>

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

| 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 Medical School Building, UT Professional Building or Jesse Jones Library Building, call 713-500-7999
- UT 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.uthouston.edu> and on the university's emergency website [www.uthealthemergency.org](http://www.uthealthemergency.org)
- Tune to local radio and television stations
- Follow UTHealth's Emergency Twitter account (<http://twitter.com/UTHEmergency>) 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. All employees and supervisors are reminded to keep contact numbers with them so that they can reach each other 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 check with their supervisors.

*Not printed at state expense*

## PAY SCHEDULE

| Period | Date Range              | Pay Date           |
|--------|-------------------------|--------------------|
| 1      | September 1 -15, 2014   | September 16, 2014 |
| 2      | September 16 - 30, 2014 | October 1, 2014    |
| 3      | October 1 -15, 2014     | October 16, 2014   |
| 4      | October 16 - 31, 2014   | November 3, 2014   |
| 5      | November 1 - 15, 2014   | November 17, 2014  |
| 6      | November 16 - 30, 2014  | December 1, 2014   |
| 7      | December 1 -15, 2014    | December 16, 2014  |
| 8      | December 16 - 31, 2014  | January 2, 2015    |
| 9      | January 1 -15, 2015     | January 16, 2015   |
| 10     | January 16 - 31, 2015   | February 2, 2015   |
| 11     | February 1 - 15, 2015   | February 17, 2015  |
| 12     | February 16 - 28, 2015  | March 2, 2015      |
| 13     | March 1 - 15, 2015      | March 16, 2015     |
| 14     | March 16 - 31, 2015     | April 1, 2015      |
| 15     | April 1 - 15, 2015      | April 16, 2015     |
| 16     | April 16 - 30, 2015     | May 1, 2015        |
| 17     | May 1 - 15, 2015        | May 18, 2015       |
| 18     | May 16 - 31, 2015       | June 1, 2015       |
| 19     | June 1 -15, 2015        | June 16, 2015      |
| 20     | June 16 - 30, 2015      | July 1, 2015       |
| 21     | July 1 - 15, 2015       | July 16, 2015      |
| 22     | July 16 - 31, 2015      | August 3, 2015     |
| 23     | August 1 - 15, 2015     | August 17, 2015    |
| 24     | August 16 - 31, 2015    | September 1, 2015  |

Insurance deductions will occur each pay date.

