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The University of Texas Health Science Center at Houston Celebrates School of Dentistry
UTHealth Holiday & Vacation Schedule 2012-2013

SEP

S	M	T	W	T	F	S
						1
2	★	\$	5	6	7	8
9	10	11	12	13	14	15
16	\$	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCT

S	M	T	W	T	F	S
	\$	2	3	4	5	6
7	8	9	10	11	12	13
14	15	\$	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOV

S	M	T	W	T	F	S
		\$	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	\$	17
18	19	20	21	★	★	24
25	26	27	28	29	30	

DEC

S	M	T	W	T	F	S
						1
2	\$	4	5	6	7	8
9	10	11	12	13	14	15
16	\$	18	19	20	21	22
23	★	★	★	★	★	29
30	★					

JAN

S	M	T	W	T	F	S
		★	\$	3	4	5
6	7	8	9	10	11	12
13	14	15	\$	17	18	19
20	★	22	23	24	25	26
27	28	29	30	31		

FEB

S	M	T	W	T	F	S
					\$	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	\$	20	21	22	23
24	25	26	27	28		

MAR

S	M	T	W	T	F	S
					\$	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	\$	19	20	21	22	23
24	25	26	27	28	29	30
31						

APR

S	M	T	W	T	F	S	
		\$	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	\$	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

MAY

S	M	T	W	T	F	S
			\$	2	3	4
5	6	7	8	9	10	11
12	13	14	15	\$	17	18
19	20	21	22	23	24	25
26	★	28	29	30	31	

JUN

S	M	T	W	T	F	S
						1
2	\$	4	5	6	7	8
9	10	11	12	13	14	15
16	\$	18	19	20	21	22
23	24	25	26	27	28	29
30						

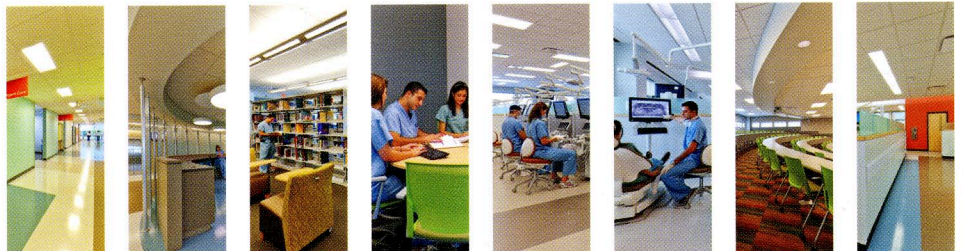
JUL

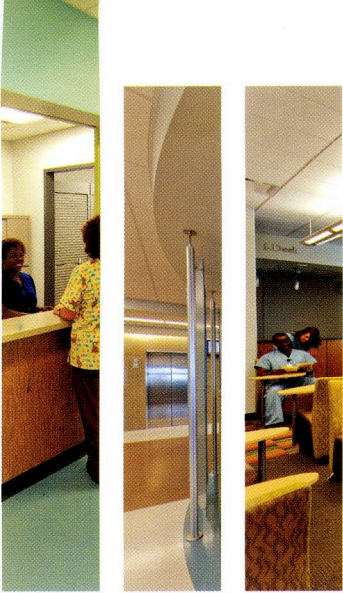
S	M	T	W	T	F	S	
		\$	2	3	★	5	6
7	8	9	10	11	12	13	
14	15	\$	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

AUG

S	M	T	W	T	F	S	
					\$	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	\$	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





Pay Schedule

Insurance deductions will occur each pay date.

Period	Date Range	Pay Date	Period	Date Range	Pay Date
1	September 1 -15, 2012	September 17, 2012	13	March 1 - 15, 2013	March 18, 2013
2	September 16 - 30, 2012	October 1, 2012	14	March 16 - 31, 2013	April 1, 2013
3	October 1 -15, 2012	October 16, 2012	15	April 1 - 15, 2013	April 16, 2013
4	October 16 - 31, 2012	November 1, 2012	16	April 16 - 30, 2013	May 1, 2013
5	November 1 - 15, 2012	November 16, 2012	17	May 1 - 15, 2013	May 16, 2013
6	November 16 - 30, 2012	December 3, 2012	18	May 16 - 31, 2013	June 3, 2013
7	December 1 -15, 2012	December 17, 2012	19	June 1 -15, 2013	June 17, 2013
8	December 16 - 31, 2012	January 2, 2013	20	June 16 - 30, 2013	July 1, 2013
9	January 1 -15, 2013	January 16, 2013	21	July 1 - 15, 2013	July 16, 2013
10	January 16 - 31, 2013	February 1, 2013	22	July 16 - 31, 2013	August 1, 2013
11	February 1 - 15, 2013	February 19, 2013	23	August 1 - 15, 2013	August 16, 2013
12	February 16 - 28, 2013	March 1, 2013	24	August 16 - 31, 2013	September 3, 2013

Adverse Conditions

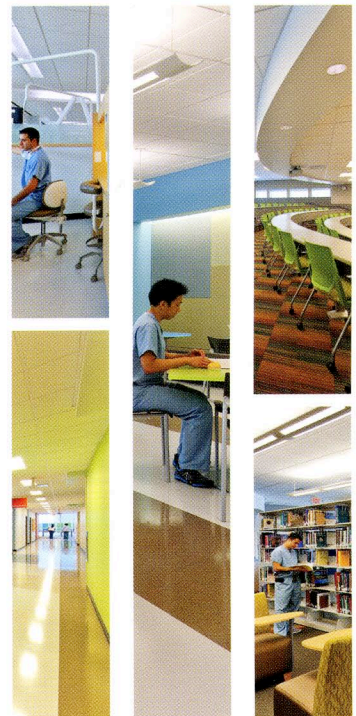
In the event of inclement weather or other emergency, UTHealth employees and students may use the following means to find out the university's open/closed status:

- 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 emergency page at <http://www.uthoustonemergency.org>
- Closings and other emergency conditions will be posted on the campus intranet (Inside UTHealth) at <https://inside.uthouston.edu> and on the university's public website <http://www.uthoustonemergency.org>.

- Tune to local radio and television stations.
- Follow UTHEmergency (<http://twitter.com/UTHEmergency>) on Twitter to receive real-time updates pushed directly to your cell phone or personal email account.

If these communication media 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 and other locations should check with their supervisors.



Holidays

September 3
Labor Day

November 22, 23
Thanksgiving Holidays

December 24, 25, 26, 27*, 28*, 31*
December Holidays

January 1
New Year's Day

January 21
Martin Luther King, Jr. Day

May 27
Memorial Day

July 4
Independence Holiday

*Indicates "skeleton crew" holidays

If you have any questions, please call Human Resources at 713 500-3130, or visit the Website at http://hr.uth.tmc.edu/vacation_holiday_schedule.html

Those employees who wish to observe a religious holiday or another day of remembrance other than the ones cited above 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.

*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.

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

