

UTHealth is here for Houston *and beyond.*

We are working tirelessly to solve the greatest health challenges of our time.

UTHealth | The University of Texas Health Science Center at Houston

2020-2021 BI-WEEKLY PAYROLL CALENDAR

September 2020

S	M	Tu	W	Th	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 2020

S	M	Tu	W	Th	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	25
25	26	27	28	29	30	31

November 2020

S	M	Tu	W	Th	F	S
					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 2020

S	M	Tu	W	Th	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 2021

S	M	Tu	W	Th	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 2021

S	M	Tu	W	Th	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 2021

S	M	Tu	W	Th	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 2021

S	M	Tu	W	Th	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 2021

S	M	Tu	W	Th	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 2021

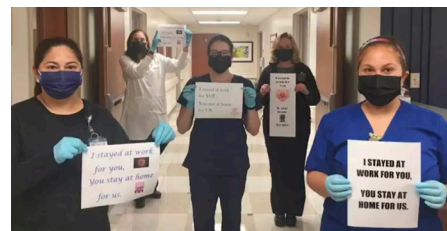
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021

S	M	Tu	W	Th	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 2021

S	M	Tu	W	Th	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				



FULL CLOSURE HOLIDAY

SKELETON CREW HOLIDAY

BI-WEEKLY PAY DAY

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**

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 "UTHealth Alert" text messages, visit www.uth.edu/uthealthalert/enroll.

Status changes and other emergency conditions will be issued via:

- Official university email
- The university's intranet, **Inside UTHealth: inside.uth.edu**
- **UTHealth Emergency website: www.uthealthemergency.org/**

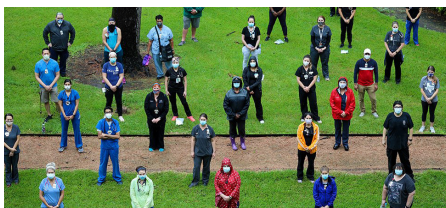
Follow UTHealth for real-time updates:

- **UTHealth's Emergency Twitter: twitter.com/utemergency**
- **UTHealth's Official Facebook page: www.facebook.com/MyUTHealth**
- **UTHealth's Official Twitter page: twitter.com/uthealth**

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 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.



We celebrate *courage* and *service* in our UTHealth community *every day* of the year.



UTHealth FY2021 Bi-weekly Pay Schedule

PAY PERIOD	PAY DAY
August 23–September 5, 2020	September 11, 2020 ●
September 6–19, 2020	September 25, 2020
September 20–October 3, 2020	October 9, 2020
October 4–17, 2020	October 23, 2020
● October 18–31, 2020	November 6, 2020
November 1–14, 2020	November 20, 2020
November 15–28, 2020	December 4, 2020
November 29–December 12, 2020	December 18, 2020
December 13–26, 2020	January 4, 2021 ●
December 27–January 9, 2021	January 15, 2021 ●
January 10–23, 2021	January 29, 2021 ●
January 24–February 6, 2021	February 12, 2021 ●
February 7–20, 2021	February 26, 2021 ●
February 21–March 6, 2021	March 12, 2021
March 7–20, 2021	March 26, 2021
March 21–April 3, 2021	April 9, 2021
April 4–17, 2021	April 23, 2021
April 18–May 1, 2021	May 7, 2021
May 2–15, 2021	May 21, 2021
● May 16–29, 2021	June 4, 2021 ●
May 30–June 12, 2021	July 18, 2021
June 13–26, 2021	July 2, 2021
June 27–July 10, 2021	July 16, 2021 ●
July 11–24, 2021	July 30, 2021 ●
July 25–August 7, 2021	August 13, 2021 ●
August 8–21, 2021	August 27, 2021
August 22–September 4, 2021	September 10, 2021 ●

● EARLY PAYROLL PROCESSING DEADLINE

● CHECK DATE - NEXT BUSINESS DAY

● THIRD PAY PERIOD OF MONTH

Vacation Accrual Rates

Total years of state employment	Vacation hours accrued per month	Maximum hours that can roll over from current 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 rolled over to the next fiscal year is based on the employee's full-time equivalent (FTE) as of August 31.

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.