



2021-2022

Holiday & Vacation Schedule

BIWEEKLY PAYROLL CALENDAR

SEPTEMBER

	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

				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

					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

							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

							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

			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

		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

MAY

JUNE

JULY

AUGUST



FULL CLOSURE HOLIDAY



SKELTON CREW HOLIDAY



BIWEEKLY PAY DAY

CELEBRATING 50 YEARS

UTHealth Houston and Cizik School of Nursing



BIWEEKLY PAY SCHEDULE

Date Range

- Aug. 22 - Sept. 4, 2021
- Sept. 5 - Sept. 18, 2021
- Sept. 19 - Oct. 2, 2021
- Oct. 3 - Oct. 16, 2021
- Oct. 17 - Oct. 30, 2021
- Oct. 31 - Nov. 13, 2021
- Nov. 14 - Nov. 27, 2021
- Nov. 28 - Dec. 11, 2021
- Dec. 12 - Dec. 25, 2021
- Dec. 26 - Jan. 8, 2022
- Jan. 9 - Jan. 22, 2022
- Jan. 23 - Feb. 5, 2022
- Feb. 6 - Feb. 19, 2022
- Feb. 20 - Mar. 5, 2022
- Mar. 6 - Mar. 19, 2022
- Mar. 20 - Apr. 2, 2022
- Apr. 3 - Apr. 16, 2022
- Apr. 17 - Apr. 30, 2022
- May. 1 - May. 14, 2022
- May. 15 - May. 28, 2022
- May. 29 - Jun. 11, 2022
- Jun. 12 - Jun. 25, 2022
- Jun. 26 - Jul. 9, 2022
- Jul. 10 - Jul. 23, 2022
- Jul. 24 - Aug. 6, 2022
- Aug. 7 - Aug. 20, 2022
- Aug. 21 - Sept. 3, 2022

Pay Date

- September 10, 2021
- September 24, 2021
- October 8, 2021
- October 22, 2021
- November 5, 2021
- November 19, 2021
- December 3, 2021
- December 17, 2021
- December 31, 2021
- January 14, 2022
- January 28, 2022
- February 11, 2022
- February 25, 2022
- March 11, 2022
- March 25, 2022
- April 8, 2022
- April 22, 2022
- May 6, 2022
- May 20, 2022
- June 3, 2022
- June 17, 2022
- July 1, 2022
- July 15, 2022
- July 29, 2022
- August 12, 2022
- August 26, 2022
- September 9, 2022

● EARLY PAYROLL
PROCESSING DEADLINE

● THIRD PAY PERIOD
OF THE MONTH

Insurance deductions will occur the 1st and 2nd pay period of each month

ADVERSE CONDITIONS

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

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: uthealthemergency.org**

Follow UTHealth Houston for real-time updates:

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

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.

2021-2022

HOLIDAYS

- **Labor Day** | September 6
- **Thanksgiving Holidays** | November 25-26
- **December Holidays** | December 24, 27-30*
- **MLK Day** | January 17
- **Memorial Day** | May 30
- **Juneteenth** | June 20
- **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

*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 31st.