

HOLIDAY SCHEDULE 2024-2025

The Texas Legislature sets the number of paid holidays each year and allows universities the flexibility to set a holiday schedule compatible with business needs and the academic calendar. The FY25 holiday schedule is:

Holiday	Date	
Labor Day	Monday, Sept. 2, 2024	Closed
Thanksgiving Day	Thursday, Nov. 28, 2024	Closed
Day after Thanksgiving	Friday, Nov. 29, 2024	Closed
Christmas Day	Wednesday, Dec. 25, 2024	Closed
New Year's Day	Wednesday, Jan. 1, 2025	Closed
Martin Luther King Jr. Day	Monday, Jan. 20, 2025	Closed
Memorial Day	Monday, May 26, 2025	Closed
Juneteenth/Emancipation Day	Thursday, June 19, 2025	Closed
Independence Day	Friday, July 4, 2025	Closed

UT Tyler Main Campus Employees	UT Tyler Health Science Center Employees
<p>Winter break is observed between Monday, December 23, 2024, through Tuesday, December 31, 2024. Holiday hours for winter break will be pre-loaded into the system for all eligible employees. Detailed information regarding the Winter Break Holiday Schedule for Academic employees of UT Tyler Main Campus can be found on page 2.</p>	<p>Six (6) floating holidays (48 hours) will be awarded for FY 2024-2025. These floating holidays may be used any time during the fiscal year, with department leader approval. Floating holidays that are not used on or before the end of the current fiscal year (August 31, 2025) will be forfeited. Floating holiday hours will not be paid when an employee leaves employment. <i>NOTE: For Shared Services, department leaders will determine and communicate staffing needs for their department during days clinical operations are open.</i></p>

Religious Holidays

It is the policy of UT Tyler to provide reasonable accommodation to employees who wish to observe a religious holiday that occurs on a day the University is scheduled to be open. Employees who wish to observe a religious holiday or holy day should refer to the [policy](#).

WINTER BREAK HOLIDAY SCHEDULE
REVISED FOR ACADEMIC EMPLOYEES OF UT TYLER MAIN CAMPUS

The University has awarded holiday hours to observe winter break for benefits-eligible employees. These hours have been **pre-loaded** into the Absence Management system (UT Tyler Main Campus employees) to document time out during the observed winter break, Monday, December 23, 2024, through Tuesday, December 31, 2024. UT Tyler Health Science Center Academic employees continue to use their Floating Holidays if they are not scheduled to work during this period.

FAQ

AM I ELIGIBLE FOR FLOATING HOLIDAY LEAVE? Any employee who is eligible to be a member of the Teacher Retirement System of Texas (TRS), or Optional Retirement Package (ORP) and required to work at least 20 hours per week, or appointed to at least 50% of a full-time appointment, in a position that is expected to last at least four- and one-half months, will receive the approved floating holidays.

WHAT DOES “PRE-LOADED” MEAN? Hours being pre-loaded means the Human Resources department will be entering these hours for the days Monday, December 23, 2024, through Tuesday, December 31, 2024. Employees **do not** need to request time off for approval, in Absence Management, for taking days off during this period.

I AM A NON-EXEMPT EMPLOYEE, IF I WORK, HOW DO I ENTER IT ON MY TIMESHEET? Eligible employees who work during the winter break will need to **enter actual time work on their timesheet**. The system calculates the equivalent hours worked and employees will receive comp time. Going forward, with supervisory approval, employees may take time off and use the comp time during the year before August 31, 2025.

Eligible employees who take time off between Monday, December 23, 2024, and Tuesday, December 31, 2024, who do not work any hours, will not need to do anything with their timesheet.

CAN I WORK DURING THE WINTER BREAK? Department leaders will determine and communicate staffing needs for their department.

Can I telecommute / work remote during this period? Department leaders will determine and pre-approve any off-site remote work schedules. Appropriate remote work arrangement requests and approvals should be submitted prior the effective period.