



Policy Chapter: Chapter 5 Human Resources

Policy Number and Title: 05.067 Holiday Leave

I. Policy Statement

The University of North Texas offers holiday leave to eligible employees in accordance with the provisions of state law and as designated by order of the University of North Texas System Board of Regents. Although the UNT System Board of Regents can determine which days during the year to designate as holidays for eligible employees, the number of available days is determined by the Texas Government Code.

II. Application of Policy

All Regular Faculty and Staff

III. Policy Definitions

A. Leave Without Pay

“Leave without pay,” in this policy, means an authorized, temporary release of a regular faculty or staff member from the payroll during which they are in unpaid status but remain employed by UNT.

B. Non-exempt Staff Member

“Non-exempt staff member,” in this policy, means staff members who do not meet the FLSA criteria for exemption and are covered by the overtime provision of the FLSA.

C. State Overtime/Compensatory Time at One for One (at 1.0)

“State Overtime” or “Compensatory Time at 1.0,” in this policy, means time when the non-exempt employee has not actually worked more than forty (40) hours in a workweek, but the total hours worked and hours of paid leave or paid holidays exceeds forty (40) hours.

D. Regular Faculty and Staff

“Regular faculty and staff,” in this policy, means an employee who is scheduled to work at least twenty (20) hours per week for a period of at least four and one-half (4 ½) months and is not employed in a position for which the employee is required to be a student as a condition of the employment.

E. Workday

“Workday,” in this policy, means a day on which an employee is normally scheduled to work.

IV. Policy Responsibilities

A. General Provisions

1. The total number of holidays for which an employee will receive holiday leave may not exceed the number of holidays provided by the Texas Legislature.
2. An eligible part-time employee will receive holiday leave and holiday Compensatory Time at 1.0, if applicable, on a proportionate basis of the employee's percentage of standard hours.
3. An employee who is on leave without pay for the entire workday immediately before or after a holiday is not considered eligible for holiday leave.
4. An employee is eligible for holiday leave if the employee works on or is on paid leave status for the workday immediately:
 - a. before and after a holiday that falls on a day other than the first or last workday of the month,
 - b. after a holiday if the holiday falls on the first workday of a month, or
 - c. before a holiday if the holiday falls on the last workday of a month.

B. Working on Holidays

When an employee is required to work on a holiday, as required by their supervisor, the employee will be granted compensatory time at 1.0 for each hour worked up to the amount of the total holiday hours for that day, as approved by the President or President's designee.

C. Holiday Schedules

1. Staff Holiday Schedule

The number of holidays for regular staff is established by state law. Subject to approval by the Board of Regents of the University of North Texas System, the University administration may rearrange the approved staff holiday schedule within the total number of days provided by and to the extent authorized by state law and may include one or more floating holidays in the staff holiday schedule. The schedule is published annually.

2. Faculty Holiday Schedule

The number of holidays approved by the Board of Regents is incorporated into the academic calendar and faculty members observing their regular academic schedule are understood to be receiving all holidays approved by the Board.

D. Floating Holidays

1. Floating holiday(s) are awarded when all federal and state holidays have been allocated and a remainder exists between the total number of holidays allocated and the total

number of holidays designated by the Texas Legislature.

2. Use of floating holiday time may be scheduled at any time during the fiscal year and may be taken with prior approval from the employee's immediate supervisor.
3. Unused floating holiday hours will lapse at the end of the fiscal year and do not carry forward from one fiscal year to the next.
4. Employees are paid for any accrued floating holiday time upon separation from the university.
5. Faculty are not eligible for floating holidays.

E. Holiday Pay

1. Payment of Holiday for New Employees

An employee who begins working for the state on the first workday of the month is entitled to be paid for a holiday that occurs before the first workday if the holiday occurs during the same calendar month and does not fall on Saturday or Sunday.

2. Payment for Holiday Compensatory Time Earned

Non-exempt employees may be paid for compensatory time at 1.0 earned while working on a holiday, with approval from the department head, if taking the holiday compensatory time would be disruptive to critical functions .

3. Transferring employees

If a state or federal holiday falls between the dates an employee transfers from one state agency or institution of higher education to UNT, without a break in service, UNT is responsible for paying the employee for the holiday, regardless of whether UNT recognizes the holiday.

4. Terminating employees

A terminating employee will be paid for a holiday when the individual satisfies the eligibility provisions in section IV.A above.

5. Payment for Leave to Estate of Deceased employees

A deceased employee's estate is not entitled to payment for earned, but unused, Compensatory Time at 1.0. However, the estate of a deceased employee will be paid for any scheduled holiday after the employee's death, if the employee would have been eligible to receive pay for the holiday had they remained on payroll to expend vacation and sick leave benefits. The estate is also entitled to receive unused accrued vacation and sick leave (sick leave is limited to ½ balance or 336 hours, whichever is less). To determine if an estate is entitled to holidays that occur after the employee's death, the vacation and sick leave accruals are allocated over the workdays following the death, and if a holiday occurs during the time period to which the accrued leave was allocated,

the estate shall receive the holiday pay.

V. Resources/Forms/Tools

None

VI. References and Cross-References

[Texas Government Code, Chapter 661](#)

[Texas Government Code, Chapter 662](#)

[UNT Policy 05.050, Sick Leave](#)

[UNT Policy 05.055, Vacation Leave](#)

[UNT Policy 05.062, Compensatory Leave and Overtime](#)

VII. Revision History

Policy Contact:	Asst VC & Chief HR Officer
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