

# UP 31.99.99.H0.01 Special Holidays and Early Release



Approved: April 2015  
Next Scheduled Review: April 2020

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## Procedure Statement

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Eligible employees of Texas A&M University-Texarkana (A&M-Texarkana) are entitled to special holiday and early release leave in accordance with the terms of this procedure.

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## Reason for Procedure

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This procedure establishes uniform administration of special holiday and early release leave.

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## Procedures and Responsibilities

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### 1. SPECIAL HOLIDAYS

A special holiday is one that is not a part of the normal Texas A&M University-Texarkana holiday schedule and may only be declared by the Governor of Texas.

### 2. EARLY RELEASE

Early release leave may be authorized during certain times of the year (e.g. the afternoon before the Thanksgiving holiday) by A&M-Texarkana. Authorization of early release leave is based on several factors and is approved at the discretion of the President. Holiday rules may be used for time off during early release.

### 3. GENERAL PROVISIONS

The following items should be noted in those instances where an early release using holiday rules or a special holiday has been authorized:

- The President's Office or other appropriate office will provide notice to the campus in the event an early release has been authorized or a special holiday has been declared;
- If applicable, eligible employees will be paid according to holiday rules outlined in [System Regulation 31.04.01, System Holidays](#);
- Employees scheduled to be on leave will have their vacation, sick or compensatory leave restored and the time will be replaced by holiday or early release time, whichever is appropriate.

- The granting of holiday or early release leave does not modify the employee eligibility requirements outlined in [System Regulation 31.04.01, System Holidays](#) (See Appendix for examples).

#### 4. WORK AND SCHEDULING DURING A HOLIDAY OR RELEASE TIME

Essential personnel may be required to work during an early release or special holiday. Employees should consult with their supervisor to determine whether or not their position is considered to be "essential" for purposes of working during an early release or special holiday.

An employee who works during a holiday or early release time:

- will be paid for the hours they work and will be allowed equivalent state compensatory time or
- may be paid for compensatory time on a straight-time basis where a department determines that allowing compensatory time off would be disruptive to critical functions.

An employee who does not work on or who is usually not scheduled to work during the special holiday or release time:

- will be allowed equivalent state compensatory time; or
- may have their current schedule adjusted appropriately with the release or holiday time to reflect the normal amount of hours the employee was scheduled to work.

Compensatory time is administered in accordance with [System Regulation 31.01.09, Overtime](#).

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#### Related Statutes, Policies, or Requirements

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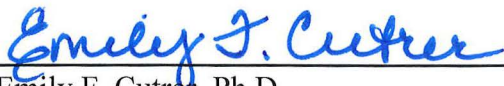
- [System Regulation 31.01.09, Overtime](#)
  - [System Regulation 31.04.01, System Holidays](#)
  - [Texas Government Code §662](#)
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#### Contact Office

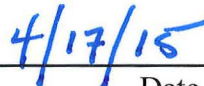
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Director of Payroll, (903) 223-3058

Approved:



Emily F. Cutrer, Ph.D.  
President, Texas A&M University-Texarkana



Date