

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Energy Conservation Days Policy

SRSU Policy ID: APM 5.19

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Finance and Operations

Approval Date: July 01, 2016

Next Review Date: July 01, 2021

Energy conservation days may be part of the University holiday schedule approved by the Board of Regents. The State permits a certain number of holidays each year based on the calendar. Energy days are used to increase the number of days the University is closed which results in energy savings. The holiday schedule is distributed to current employees at the beginning of each year and new employees at orientation.

All non-faculty employees must submit leave of absence forms for energy days. Non-exempt employees must use overtime, compensatory time or annual leave to cover the energy days. Employees exempt from overtime must use compensatory time or annual leave to cover the energy days. Employees who do not have time to cover the energy days will incur leave without pay.

All employees should be given the opportunity to work enough extra hours prior to the energy days to accumulate enough overtime or compensatory time to offset the energy days. Overtime must be approved in advance by the employee's supervisor.

The University will officially close on energy days and on holidays for energy conservation. Employees may not work unless it is a business necessity. Any work time on energy days or holidays must be approved by the employee's supervisor.