

# SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

ALPINE, TEXAS 79832

Office of Human Resources  
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## MEMORANDUM

**TO:** All Employees  
**FROM:** Karlin DeVoll, Director of Human Resources  
**SUBJECT:** 2021-2022 Paydays and Holidays

July 7, 2021

The following schedule shows our paydays and holidays for the upcoming fiscal year. Payday for state employees is always the first working day of the following month. Paydays, which fall on days other than the first of the month due to weekends or holidays, are highlighted on the Payday Schedule below:

| <u>MONTH</u> | <u>PAYDAY</u> | <u>DATE</u>     |
|--------------|---------------|-----------------|
| September    | Friday        | 10-01-21        |
| October      | Monday        | 11-01-21        |
| November     | Wednesday     | 12-01-21        |
| December     | Monday        | <b>01-03-22</b> |
| January      | Tuesday       | 02-01-22        |
| February     | Tuesday       | 03-01-22        |
| March        | Friday        | 04-01-22        |
| April        | Monday        | <b>05-02-22</b> |
| May          | Wednesday     | 06-01-22        |
| June         | Friday        | 07-01-22        |
| July         | Monday        | 08-01-22        |
| August       | Thursday      | 09-01-22        |

There are twelve State holidays plus eight Energy Conservation Days this year. We have the same number of holidays as other State agencies. The State allows Universities to schedule holidays at different times of the year. The Sul Ross State University Holiday Schedule for non-faculty employees is as follows:

| <u>HOLIDAY OBSERVED</u> | <u>HOLIDAY PERIOD</u> | <u>DAYS OFF</u>           |
|-------------------------|-----------------------|---------------------------|
| Labor Day               | September 6           | 1 Holiday                 |
| Thanksgiving            | November 24-26        | 3 Holidays                |
| Christmas               | December 23-24        | 2 Holidays                |
| Christmas               | December 27-31        | 5 Energy Conservation Day |
| Martin Luther King Day  | January 17            | 1 Holiday                 |
| Spring Break            | March 7-8             | 2 Holidays                |
| Spring Break            | March 9-11            | 3 Energy Conservation Day |
| Good Friday             | April 15              | 1 Holiday                 |
| Memorial Day            | May 30                | 1 Holiday                 |
| Independence Day        | July 4                | 1 Holiday                 |
|                         | <b>Total</b>          | <b>20 Days</b>            |

Non-exempt staff may accrue compensatory time, overtime, or may use annual leave for the Energy Conservation Days. An employee may not accrue compensatory time for work performed at any location other than the employee's regular place of employment or duty point. For compensatory time purposes, the employee's residence may not be considered their regular place of employment. Compensatory time must be used within 12 months of the date earned. Exempt staff may only accrue compensatory time to be used for Energy Conservation Days. Exempt staff may use compensatory time or annual leave for Energy Conservation Days.

Staff members who do not have time accrued to cover the Energy Conservation Days will incur leave without pay. Supervisors should provide the opportunity a month or more in advance for employees to earn sufficient compensatory or overtime to offset the scheduled Energy Conservation Days. Accrual of compensatory time or overtime in excess of the amount needed for Energy Conservation Days is discouraged. Any overtime worked must have prior approval of the supervisor.

Please note all twelve-month employees will need to complete "Request and Authorization for Leave of Absence" forms for 40 hours in December and 24 hours in March to cover all the Energy Conservation Days. Please remember that all staff employees are required to complete leave of absence forms for each absence that is not a holiday. An Employee who is on leave without pay for the full day immediately before or after a holiday period will not receive pay for the holiday(s).

Employees on the Alpine Campus may contact the Human Resources Office at (432) 837-8058 or come by BAB Room 110 if you have any questions. Del Rio, Eagle Pass, and Uvalde Campus employees please contact the Business Services Department at 205 Wildcat Drive in Del Rio or call (830) 703-4801 or 4802.