

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System
ALPINE, TEXAS 79832

Office of Human Resources
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MEMORANDUM

July 11, 2022

TO: All Employees
FROM: Karlin DeVoll, Director of Human Resources
SUBJECT: 2022-2023 Paydays and Holidays

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 designated through bold print on the Payday Schedule below:

<u>MONTH</u>	<u>PAYDAY</u>	<u>DATE</u>
September	Monday	10-03-22
October	Tuesday	11-01-22
November	Thursday	12-01-22
December	Monday	01-02-23
January	Wednesday	02-01-23
February	Wednesday	03-01-23
March	Monday	04-03-23
April	Monday	05-01-23
May	Thursday	06-01-23
June	Monday	07-03-23
July	Tuesday	08-01-23
August	Friday	09-01-23

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 5	1 Holiday
Thanksgiving	November 23	1 Energy Conservation Day
Thanksgiving	November 24-25	2 Holidays
Winter Break	December 23-30	6 Holiday
Martin Luther King Day	January 16	1 Holiday
Spring Break	March 13-16	4 Energy Conservation Day
Spring Break	March 17	1 Holiday
Memorial Day	May 29	1 Holiday
Independence Day	July 4	1 Holiday
	Total	18 Days

SRSU is following the anticipated [State Holiday Schedule](#) for Fiscal Year 2023 with the option, under the Texas Government Code § 662.011 to group many holidays near the winter break. Per the state controller, the number of available weekday holidays for FY23 is thirteen with five Energy Conservation Days. The following alternative days may be observed in lieu of a university holiday:

Rosh Hashanah	September 26-27
Yom Kippur	October 5
Good Friday	April 7

Due to university closure during scheduled holidays, employees observing alternative days shall be charged available vacation, compensatory time, or unpaid leave to account for the alternative day. The total number of holidays in a year to which an employee is entitled is not changed by use of alternative holidays.

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. 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 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 8 hours in November and 32 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 with questions may contact the Human Resources Office at (432) 837-8058 or come by BAB Room 110. Del Rio, Eagle Pass, and Uvalde Campus employees with questions may contact the Business Services Department at 205 Wildcat Drive in Del Rio or call (830) 703-4801 or 4802.