Working Hours and Holidays

Original Implementation: Unpublished
Last Revision: January 28, 2014

University employees shall work a minimum of forty (40) hours per week. University holidays, paid time off and sick leave taken may substitute for hours worked. Non-academic offices and departments shall be open during the hours 8:00 a.m. to 5:00 p.m., Monday through Friday, and certain selected offices 8:00 a.m. to 12:00 noon on Saturday, except university holidays. Changes to the work schedule may be made by the president of the university when such changes are in the best interest of the university.

Instructional personnel shall be exempt from standard hours and shall, in turn, function as necessary to meet classes and maintain related academic duties.

Employees must, during normal working hours, conduct university business only at their regular place of business or assigned duty point unless they are on travel status or have received prior written authorization from the president. An employee's home may not be considered his or her regular place of business without the written approval of the president.

Holidays shall be those established by the Board of Regents of the university, in accordance with state law.

Only regular employees shall be eligible for paid holidays. A regular employee is defined as one who is employed to work at least 20 hours per week for a period of at least four and one-half months, excluding students employed in positions which require student status as a condition of employment.

Cross Reference: Tex. Gov’t Code Ch. 658, §§ 662.001-.022

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Finance and Audit