

## **Working Hours and Holidays**

**Original Implementation:** Unpublished

**Last Revision:** October 31, 2022

### **Purpose**

This policy establishes official university hours of operation and normal university work schedules. It also describes the establishment of holidays and those eligible for holiday pay.

### **Definition**

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.

### **General**

Non-academic offices and departments shall be open during the hours 8:00 a.m. to 5:00 p.m., Monday through Friday, except university holidays. University offices and departments may open for extended hours to address specific operational needs. Full-time university employees shall work not less than forty (40) hours per week. University holidays, paid time off and sick leave taken may substitute for hours worked. Changes to the normal university work schedule may be made by the president of the university when such changes are in the best interest of the university.

To support operational efficacy, department heads may approve the use of alternative work schedules such as compressed work weeks, flexible schedules, and staggered work hours.

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 or assigned temporary duty point unless they are on travel status or have received prior authorization. An employee's home may not be considered his/her regular or assigned place of business without appropriate administrative approval.

Holidays shall be those established by the Board of Regents of the university, in accordance with state law. For purposes of this policy, a holiday cannot exceed 8 hours per day. Only regular employees shall be eligible for paid holidays.

**Cross Reference:** Tex. Gov't Code Ch. 658, §§ 662.001-.022; Tex. Atty. Gen. Op. M-1058 (1972); Overtime and Compensatory Time (12.14); Telecommuting Arrangements for Staff Employees (11.27).

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Director of Human Resources

**Forms:** Flexible Time or Staggered Work Hours Request; Compressed Work Schedule Request (available on Human Resources website); Time Record (available on Payroll website); Vacation/Sick Leave Request; Staff Telecommuting Request and Agreement Form (available in mySFA)

**Board Committee Assignment:** Finance and Audit

**Revision History:**   October 28, 2019  
                              November 7, 2016  
                              January 28, 2014  
                              January 25, 2011