

MEMORANDUM

Date: June 28, 2005
To: All UTMB Employees
From: Richard S. Moore
Vice President for Business and Administration
Subject: UTMB FY2006 Holiday Schedule and Vacation Allowance

1. FY2006 HOLIDAY SCHEDULE/ VACATION ALLOWANCE

As allowed by the state legislature, UTMB will observe thirteen (13) holidays during FY2006. The attached FY2006 holiday schedule reflects the specific holiday observances for the following three areas: Schools and Institutional Support, the Clinical Enterprise, and Correctional Managed Care. Those who are required to work on a designated holiday will be given eight hours compensatory time to be taken within twelve (12) months or will be given eight hours pay. The entity leaders for each of the areas indicated above will determine which employees will receive compensatory time or pay. On holidays indicating the need for a skeleton crew, departments must have sufficient staff coverage to carry on the business of the department.

FY06 Holiday Schedule

| Date | Event | Weekday | Correctional Managed Care | Schools & Institutional Support | Clinical Enterprise |
|----------|-------------------------|-----------|---|---------------------------------------|--------------------------|
| 9/5/05 | Labor Day | Monday | Holiday | Holiday | Holiday: Clinics Closed |
| 11/11/05 | Veteran's Day | Friday | Holiday | Holiday | Holiday: Clinics Open |
| 11/24/05 | Thanksgiving Day | Thursday | Holiday | Holiday | Holiday: Clinics Closed |
| 11/25/05 | Thanksgiving Holiday | Friday | Holiday | Holiday | Holiday: Clinics Closed |
| 12/26/05 | Day after Christmas | Monday | Holiday | Holiday | Holiday: Clinics Closed |
| 12/27/05 | Winter Holiday | Tuesday | No Holiday | Holiday | Holiday: Clinics Open |
| 12/28/05 | Winter Holiday | Wednesday | No Holiday | Holiday | Holiday: Clinics Open |
| 12/29/05 | Winter Holiday | Thursday | No Holiday | Holiday | Holiday: Clinics Open |
| 12/30/05 | Winter Holiday | Friday | No Holiday | Holiday | Holiday: Clinics Closed |
| 1/16/06 | Martin Luther King Day | Monday | Holiday | Holiday | Holiday: Clinics Closed |
| 1/19/06 | Confederate Heroes' Day | Thursday | Holiday: <u>Skeleton Crew required</u> | No Holiday | No Holiday: Clinics Open |
| 2/20/06 | President's Day | Monday | Holiday | Holiday | Holiday: Clinics Open |
| 3/2/06 | Texas Independence Day | Thursday | Holiday: <u>Skeleton crew required</u> | No Holiday | No Holiday: Clinics Open |
| 4/21/06 | San Jacinto Day | Friday | Holiday: <u>Skeleton crew required</u> | No Holiday | No Holiday: Clinics Open |
| 5/29/06 | Memorial Day | Monday | Holiday | Holiday | Holiday: Clinics Closed |
| 6/19/06 | Emancipation Day | Monday | Holiday: <u>Skeleton crew required</u> | No Holiday | No Holiday: Clinics Open |
| 7/04/06 | Independence Day | Tuesday | Holiday | Holiday | Holiday: Clinics Closed |

HOLIDAY SCHEDULE (cont'd.)

Employees may also observe an optional holiday listed below instead of any UTMB institutional holiday(s). An employee who wishes to observe an alternate holiday may do so by working a UTMB approved holiday that requires staffing. This does not include the November 28th Thanksgiving holiday, as mandated by the Appropriations Bill. Please remember that an employee's immediate supervisor must approve holiday substitutions. These holiday hours are accrued on the day the holiday occurs.

Optional holidays for Fiscal Year 2006 are:

| Date | Alternate Holiday | Day |
|----------|-------------------|-----------|
| 10/04/05 | Rosh Hashanah | Tuesday |
| 10/05/05 | Rosh Hashanah | Wednesday |
| 10/13/05 | Yom Kippur | Thursday |
| 4/14/06 | Good Friday | Friday |
| 3/31/06 | Cesar Chavez Day | Friday |

2. FY 2006 VACATION ALLOWANCE

| Total | Hours Accrued per Month | Total Hours Accrued per Fiscal Year | Maximum Carryover per Fiscal Year |
|---------------------------------|-------------------------|-------------------------------------|-----------------------------------|
| 0 but less than 2 years | 8 | 96 | 180 |
| 2 but less than 5 years | 9 | 108 | 244 |
| 5 but less than 10 years | 10 | 120 | 268 |
| 10 but less than 15 years | 11 | 132 | 292 |
| 15 but less than 20 years | 13 | 156 | 340 |
| 20 years but less then 25 years | 15 | 180 | 388 |
| 25 years but less then 30 years | 17 | 204 | 436 |
| 30 years but less then 35 years | 19 | 228 | 484 |
| At least 35 years or more | 21 | 252 | 532 |

The holiday and vacation schedules outlined in this document are applicable to all regular benefits-eligible employees. The number of vacation hours accrued and carried over is proportional to employment status. Unused vacation hours over the maximum are credited to an employee's sick leave balance at the beginning of the new fiscal year. Please remember that use of vacation hours and any accrued compensatory leave requires prior approval from an immediate supervisor.