



UTHealth celebrates **Cizik School of Nursing** 2018-2019 HOLIDAY & VACATION SCHEDULE

september

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

october

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november

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december

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january

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february

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march

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april

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may

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june

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july

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august

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24	25	26	27	28	29	30
31						

● INDICATES "CLOSED FOR OFFICIAL UNIVERSITY BUSINESS" HOLIDAY

● INDICATES "SKELETON CREW" HOLIDAY

● INDICATES SEMI-MONTHLY PAY DAY



Cizik School of Nursing

The University of Texas
Health Science Center at Houston



ADVERSE CONDITIONS

In the event of inclement weather or other emergency, UTHealth employees and students may use the following means to find out the university's open/closed status:

- All students, fellows, residents, faculty and staff, call 713-500-9996, or 1-866-237-0107, except:
 - UTHealth Harris County Psychiatric Center employees, call 713-741-5001
- In event of imminent threat or harm to the campus or if the university status changes from "open and operational", you can receive an emergency text message to your cell phone. For instructions to sign up and receive "UTHealthALERT" text messages, please visit the FAQ page at <https://go.uth.edu/FAQUTHealthALERT>
- Status changes and other emergency conditions will be posted on the campus intranet (Inside UTHealth) at <https://inside.uth.edu> and on the university's emergency website www.uthhealthemergency.org (a link to the emergency page is also provided at the bottom of the UTHealth website)
- Follow UTHealth's Emergency Twitter account (<http://twitter.com/UTHEmergency>), Facebook page (<https://www.facebook.com/MyUTHealth/>) and Twitter account (<https://twitter.com/UTHealth>) to receive real-time updates

If these communication channels are out of order or do not provide adequate information, employees should call their supervisors and students should contact their professors or advisors. All employees and supervisors are reminded to keep contact numbers with them so that they can reach one another in case of emergency. Employees should discuss their situation with their supervisor and supervisors should exercise their best judgment in allowing employees to use appropriate leave time in the event of family emergencies or concerns about getting to work safely.

Employees defined by their department as "essential" and employees and students with clinical obligations at hospitals, clinics or other locations should contact their supervisors.

HOLIDAYS

LABOR DAY *September 3*

THANKSGIVING HOLIDAYS *November 22, 23*

DECEMBER HOLIDAYS *December 24, 25, 26, 27*, 28*, 31**

NEW YEAR'S DAY *January 1*

MARTIN LUTHER KING, JR. DAY *January 21*

MEMORIAL DAY *May 27*

INDEPENDENCE DAY *July 4*

**Indicates "skeleton crew" holiday*

IF YOU HAVE ANY QUESTIONS, PLEASE CALL HUMAN RESOURCES AT 713-500-3130, OR VISIT THE WEBSITE AT: <https://go.uth.edu/holidaycalendar>

Those employees who wish to observe a religious holiday or another day of remembrance other than the holidays in blue or yellow may do so by requesting a vacation day or by working one of the skeleton crew holidays. In accordance with the Appropriations Bill, the university must "have on hand enough personnel to carry on...public business" on all skeleton crew holidays.

VACATION ACCRUAL

EMPLOYEES WITH TOTAL STATE EMPLOYMENT OF:	VACATION HOURS ACCRUED PER MONTH	MAX HOURS TO CARRY FORWARD FROM ONE FISCAL YEAR TO NEXT FISCAL YEAR*
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35+ years	21	532

*The maximum hours that may be carried over to the next fiscal year is based on the employee's full-time equivalent (FTE) as of August 31st.

Semi-monthly PAY SCHEDULE

Date Range	Pay Date
September 1 - 15, 2018	September 17, 2018
September 16 - 30, 2018	October 1, 2018
October 1 - 15, 2018	October 16, 2018
October 16 - 31, 2018	November 1, 2018
November 1 - 15, 2018	November 16, 2018
November 16 - 30, 2018	December 3, 2018
December 1 - 15, 2018	December 17, 2018
December 16 - 31, 2018	January 2, 2019
January 1 - 15, 2019	January 16, 2019
January 16 - 31, 2019	February 1, 2019
February 1 - 15, 2019	February 19, 2019
February 16 - 28, 2019	March 1, 2019
March 1 - 15, 2019	March 18, 2019
March 16 - 31, 2019	April 1, 2019
April 1 - 15, 2019	April 16, 2019
April 16 - 30, 2019	May 1, 2019
May 1 - 15, 2019	May 16, 2019
May 16 - 31, 2019	June 3, 2019
June 1 - 15, 2019	June 17, 2019
June 16 - 30, 2019	July 1, 2019
July 1 - 15, 2019	July 16, 2019
July 16 - 31, 2019	August 1, 2019
August 1 - 15, 2019	August 16, 2019
August 16 - 31, 2019	September 3, 2019

Insurance deductions will occur each pay date.