May 22, 2013

TO: All University Employees

From: Kurtis Neal, Director of Human Resources

SUBJECT: Holiday Schedule for 2013-2014

State law provides for seventeen (17) state holidays in FY 2014. Two (2) of the state holidays fall on weekends and cannot be substituted for other regular working days. The result is fifteen (15) observable holidays for FY 2014.

In order to provide the holiday schedule consistent with State law, the Board of Regents has approved the following holiday schedule for Angelo State University employees from September 1, 2013 through August 31, 2014.

September 2 *(1 day)*	**Labor Day**
November 28-29 *(2 days)*	**Thanksgiving**
December 23 – January 1 *(8 days)*	**Winter Holidays**
January 20 *(1 day)*	**Martin Luther King, Jr. Day**
April 18 *(1 day)*	**Spring Holiday**
May 26 *(1 day)*	**Memorial Day**
July 4 *(1 day)*	**Independence Day**

Under the provision of Article V of Senate Bill 5, 73rd Legislature, Regular Session, a state employee is entitled to observe optional holidays, such as Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday. Since the university is closed on scheduled holidays, employees who wish to take an optional holiday will be required to use vacation leave or compensatory time.

The nature of the responsibilities in certain areas requires someone to be on duty during the scheduled holidays. Those employees who work during a holiday period will be allowed compensatory time off at a later date. Department heads should contact the Office of Human Resources to discuss the procedures that need to be followed for compensatory time off.