



TEEX 31.99.99.99-1 Declared Holidays, Early Release or Emergency Leave

Approved: July 26, 2007

Revised: June 10, 2008

Revised: January 19, 2022

Next Scheduled Review: January 19, 2027

Summary

Declared holidays, early releases and emergency leave will be entered in Workday. Workday Services will automatically enter these hours in Workday. If an employee is on vacation or sick leave, the employee would need to work with Human Resources to do a Time Off correction.

Definitions

A **declared holiday** is when the Governor declares an additional holiday. A day of mourning declared by the Governor is treated as a declared holiday.

An **early release** is when the Governor, Chancellor, or Agency Director closes TEEX offices early.

Emergency leave is when the Governor, Chancellor, or Agency Director closes TEEX offices. The Governor may close the offices for a state or national emergency. The Chancellor or Agency Director may close the offices due to inclement weather, unsafe travel conditions, power outages, fire, bomb threats, or other emergencies.

Requirements

Refer to chart below. In situations where leave hours are to be restored, contact Human Resources.

Employee Category	Declared Holiday	Early Release	Emergency Leave
On annual leave	Annual leave hours equal to the amount of time off should be restored to balances		Annual leave hours should not be restored
On sick leave	Sick leave hours equal to the amount of time off should be restored to balances		Sick leave hours should not be restored
Alternate schedule – not scheduled to	Should receive compensatory time equal to the amount of time off		Should not receive any compensatory time

work at time of event		
Alternate schedule – scheduled to work at time of event	Should receive the same amount of time off as other employees	Should receive emergency leave for remaining scheduled hours
Part-time – not scheduled to work at time of event	Should receive compensatory time equal to the number of hours declared as holiday (proportional to percent effort)	Should not receive any compensatory time
Part-time – scheduled to work at time of event	Should receive additional time off equal to the number of hours declared as holiday (proportional to percent effort)	Should receive pay for all scheduled hours that day
Student or wage	Should not receive pay or compensatory time for any hours not worked	
On leave without pay	Should not receive pay or paid time off	
Required to work (skeleton crew or essential personnel)	Should receive compensatory time equal to the amount of additional time off	

Quality Assurance Measures

TEEX Human Resources will review and approve all leave submitted into Workday.

Office of Responsibility

Financial Services
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