

Texas A&M AgriLife Research Procedures



31.04.01.A0.01 | Holidays

Approved: October 15, 1998
Revised: September 6, 1999
July 27, 2001

Reviewed: October 6, 2014

Next Scheduled Review: October 6, 2019

PROCEDURE STATEMENT

In accordance with System Policy 31.04, *Holidays*, Texas A&M AgriLife Research (AgriLife Research) will provide eligible employees with paid holidays, as approved by the Board of Regents.

REASON FOR PROCEDURE

This procedure establishes the adoption of the Texas A&M University (TAMU) holiday schedule for AgriLife Research units located in Bryan/College Station, as well as provides guidelines for the approval of alternate holiday schedules for AgriLife Research units located away from the Bryan/College Station area.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

System Regulation 31.04.01, *System Holidays*, provides information on eligibility for holidays, workdays before and after holidays, work on holidays, and religious holidays. AgriLife Research employees located on the TAMU campus in Bryan/ College Station follow the holiday schedule of TAMU as approved by the Board of Regents. Research and Extension Centers/units away from the TAMU campus which have requested alternate schedules in order to accommodate planting or harvesting seasons, local school holidays, and local customs, that have been approved by the Director, will follow those schedules.

Approved schedules for AgriLife Research are published on the [Texas A&M AgriLife Human Resources Web site](#).

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.04](#), *Holidays*

[System Regulation 31.04.01](#), *System Holidays*

CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.