

Texas A&M AgriLife Extension Service Procedures



31.04.01.X0.01 | Holidays

Approved: June 27, 2001

Revised: August 10, 2005

November 14, 2014

Next Scheduled Review: November 14, 2019

PROCEDURE STATEMENT

In accordance with System Policy 31.04, *Holidays*, Texas A&M AgriLife Extension Service (AgriLife Extension) 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 Extension units located in Bryan/College Station, provides guidelines for the approval of alternate holiday schedules for AgriLife Extension units located away from the Bryan/College Station area, and provides procedures for special considerations for county-based employees.

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 Extension employees located on the TAMU campus in Bryan/ College Station follow the holiday schedule of TAMU as approved by the Board of Regents. Other units located away from Bryan/College Station may request alternative schedules to be approved by the Director. All AgriLife Extension employees are entitled to the same number of holidays during the state fiscal year as other employees of the TAMU System. (Note: The state fiscal year starts September 1 and ends August 31.)

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

2.0 SPECIAL CONSIDERATIONS FOR COUNTY-BASED EMPLOYEES

AgriLife Extension employees whose office is located in a county office not connected to a Research and Extension Center are entitled to the same number of state paid holidays as employees located on campus or at a Center. These employees must coordinate their state holidays around the county holiday schedule for their location. To the extent possible, state paid holidays should be used on county recognized holidays. Special coordination is needed when the number of state holidays and the number of county holidays are different. The number of paid holidays in any fiscal year will not exceed the number of state holidays for that fiscal year.

2.1 When there are more state than county holidays:

When the number of state paid holidays is more than the number of county paid holidays, the employee is still entitled to the state holidays. These holidays should be scheduled and approved by the County Coordinator at the start of the fiscal year. For example: If the state granted 12 holidays but the county only approved 11 holidays, the employee could use the one additional floating state holiday at a time of their choice, with approval from the supervisor.

2.2 When there are fewer state than county holidays:

When the number of state paid holidays is less than the number of county paid holidays, the employee is

only entitled to the number of paid state holidays. The extra county holiday should be worked or a day of vacation leave used. As state employees, we are not authorized to use extra days beyond the number granted by the state legislature.

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.