

31.04.01.A0.01 | Holidays

Revised: February 12, 2020

Next Scheduled Review: February 12, 2025

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PROCEDURE SUMMARY

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.

This procedure establishes the adoption of the Texas A&M University (Texas A&M) holiday schedule for AgriLife Research units located in Bryan/College Station, as well as providing 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 Texas A&M campus in Bryan/College Station follow the holiday schedule of Texas A&M as approved by the Board of Regents. Research and Extension Centers/units away from the Texas A&M campus may request an alternative holiday schedule which requires approval by the Board of Regents. All AgriLife Research employees are entitled to the same number of holidays during the state fiscal year as other employees of The Texas A&M University System. (Note: The state fiscal year starts September 1 and ends August 31.)

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

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Policy 31.04, Holidays](#)

[System Regulation 31.04.01, System Holidays](#)

CONTACT OFFICE

Questions regarding this procedure should be referred to AgriLife Human Resources at 979-845-2423.

REVISION HISTORY

Approved: October 15, 1998
Revised: September 6, 1999
July 27, 2001
Reviewed: October 6, 2014
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