

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System
ALPINE, TEXAS 79832

Office of Human Resources
Box C-13

Phone (432) 837-5058
Fax (432) 837-8244

MEMORANDUM

June 29, 2023

TO: All Employees
FROM: Karlin DeVoll, Director of Human Resources
SUBJECT: 2023-2024 Paydays and Holidays

The following schedule shows our paydays and holidays for the upcoming fiscal year. Payday for state employees is always the first working day of the following month. Paydays, which fall on days other than the first of the month due to weekends or holidays, are designated through bold print on the Payday Schedule below:

<u>MONTH</u>	<u>PAYDAY</u>	<u>DATE</u>
September	Monday	10-02-23
October	Wednesday	11-01-23
November	Friday	12-01-23
December	Tuesday	01-02-24
January	Thursday	02-01-24
February	Friday	03-01-24
March	Monday	04-01-24
April	Wednesday	05-01-24
May	Monday	06-03-24
June	Monday	07-01-24
July	Thursday	08-01-24
August	Monday	09-02-24

There are fourteen State holidays and six Administrative Days. We have the same number of holidays as other State agencies. The State allows Universities to schedule holidays at different times of the year. The Sul Ross State University Holiday Schedule for non-faculty employees is as follows:

<u>HOLIDAY OBSERVED</u>	<u>HOLIDAY PERIOD</u>	<u>DAYS OFF</u>
Labor Day	September 4	1 Holiday
Thanksgiving	November 22	1 Administrative Day
Thanksgiving	November 23-24	2 Holidays
Christmas	December 22-29	6 Holidays
New Year Day	January 1	1 Holiday
Martin Luther King Day	January 15	1 Holiday
Spring Break	March 11-14	4 Administrative Days
Spring Break	March 15	1 Holiday
Memorial Day	May 27	1 Holiday
Emancipation Day	June 19	1 Administrative Day
Independence Day	July 4	1 Holiday
	Total	20 Days

SRSU is following the anticipated State Holiday Schedule for Fiscal Year 2024 with the option, under the Texas Government Code § 662.011 to group many holidays near the winter break. Per the state controller, the number of available weekday holidays for FY24 is fourteen. The following alternative days may be observed in lieu of a university holiday:

Rosh Hashanah	September 16-17
Yom Kippur	September 25
Good Friday	March 29

Due to university closure during scheduled holidays, employees observing alternative days shall be charged available vacation, compensatory time, or unpaid leave to account for the alternative day. The total number of holidays in a year to which an employee is entitled is not changed by use of alternative holidays.

Employees on the Alpine Campus with questions may contact the Human Resources Office at (432) 837-8058 or come by BAB Room 110. Del Rio, Eagle Pass, and Uvalde Campus employees with questions may contact the Business Services Department at 205 Wildcat Drive in Del Rio or call (830) 703-4801 or 4802.