

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy HR-08 Holiday
and Skeleton Crew Days

SUBJECT: Holiday and Skeleton Crew Days

PURPOSE:

Sam Houston

Sam Houston State University
A Member

5. Varying Work Schedules

Departments with work schedules other than the normal Monday through Friday, 8:00 a.m. to 5:00 p.m., will insure their eligible employees working unusual schedules observe the proportionately equivalent number of holidays each year as do employees working normal schedules.

6. Observing Religious Holidays

Employees are entitled to observe the optional religious holidays of Rosh Hashanah, Hashanah and Eippur, Good Fridayn lieu of any state holiday.

7. Time Reporting for Non-Ept Has n o n l n l