

# **SUL ROSS STATE UNIVERSITY**

*A Member of the Texas State University System*

## **SRSU Policy: Energy Conservation Days Policy**

**SRSU Policy ID: APM 5.19**

**Policy Reviewed by: Director of Human Resources**

**Approval Authority: Vice President for Finance and Operations**

**Approval Date: December 13, 2024**

**Next Review Date: December 13, 2029**

The Texas Legislature sets the number of holidays with pay to be observed each year by state employees. For state agencies other than institutions of higher education, the Legislature sets the detailed schedule (actual dates when holidays will be taken). However, higher education institutions are exempt from this specific schedule but are required to be provided with the same number of days as other state employees. This exemption is to allow the university to set a holiday schedule that is in keeping with academic schedules.

Energy conservation days may be part of the University holiday schedule approved by the Board of Regents. Energy days are used to increase the number of days the University is closed which results in energy savings. The holiday schedule is distributed to current employees at the beginning of each year and new employees at orientation.

All non-faculty employees must submit leave of absence forms for energy days. Non-exempt employees must use previously worked overtime, compensatory time or annual leave to cover the energy days. If compensatory time and accrued leave are not available, the non-exempt employee will incur leave without pay. Employees exempt from overtime must use previously worked compensatory time or annual leave to cover the energy days.

Supervisors should provide ample opportunity for non-exempt full-time employees to earn compensatory time to offset the energy days. Overtime must be approved in advance by the employee's supervisor.

The University designates Energy Conservation Days to improve campus energy efficiency and is officially close on energy days and on holidays. Employees may not work unless it is a business necessity. Any work time on energy days or holidays must be approved by the employee's supervisor.