

SUL ROSS STATE UNIVERSITY

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

Office of Human Resources
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MEMORANDUM

July 24, 2024

TO: All Employees
FROM: Karlin DeVoll, Director of Human Resources
SUBJECT: 2024-2025 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	Tuesday	10-01-24
October	Friday	11-01-24
November	Monday	12-02-24
December	Thursday	01-02-25
January	Monday	02-03-25
February	Monday	03-03-25
March	Tuesday	04-01-25
April	Thursday	05-01-25
May	Monday	06-02-25
June	Tuesday	07-01-25
July	Friday	08-01-25
August	Tuesday	09-02-25

There are fifteen State holidays plus six Administrative Days this year. 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 2	1 Holiday
Thanksgiving	November 27	1 Administrative Day
Thanksgiving	November 28-29	2 Holidays
Winter Break	December 23-31	7 Holidays
New Year Day	January 1	1 Holiday
Martin Luther King Day	January 20	1 Holiday
Spring Break	March 17-20	4 Administrative Days
Spring Break	March 21	1 Holiday
Memorial Day	May 26	1 Holiday
Emancipation Day	June 19	1 Administrative Day
Independence Day	July 4	1 Holiday
	Total	21 Days

SRSU is following the anticipated [State Holiday Schedule](#) for Fiscal Year 2025 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 FY25 is fifteen with six Administrative Days. The following alternative days may be observed in lieu of a university holiday:

Rosh Hashanah	October 3-4
Cesar Chavez Day	March 31
Good Friday	April 18

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 3107 Bob Rogers Drive in Eagle Pass or call (830) 758-5037.