

TTUHSC HOLIDAY COMP

Regular employees of TTUHSC will accrue two hours holiday comp each month (24 hours annually) in lieu of 3 designated holidays as allowed for state employees. Holiday comp must be used within 12 months of the actual accrual; therefore an employee's holiday comp balance will never exceed 24 hours. Part time benefit eligible employees will receive an accrual proportionate to their FTE. Upon separation from employment, the employee will be paid for any holiday comp balance. Holiday Comp leave is to be requested in advance in compliance with departmental procedures and must be approved and scheduled by the employee's department administrator or designee in consideration of the needs of the department and the preferences of the employee to the extent possible.