UTA THE UNIVERSITY OF TEXAS AT ARLINGTON

## OFFICE OF TALENT, CULTURE, AND ENGAGEMENT

FOR EMPLOYEES:

Paid early release eligibility

The early release opportunity is applicable to vacation-eligible employees who will be able to use up to the approved number of Agency Holiday pay. This will be up to 4 hours for half day closures and 8 for full day closures. Agency Holiday pay does not apply to student employees or any employee working less than 20 hours per week. Faculty do not need to adjust their timesheets in TCP.

If you have questions about early release plans or eligibility, please contact askhr@uta.edu.

Entering Agency Holiday time in TCP

1. In the "Requests" tab in TCP, select "Add."
2. Under the left Templates list, select 58-Emergency Leaves – Salaried.
3. Select the date of the closure
4. In the "Leave Group" drop-down menu, salaried employees should select "Closure/Agency Holiday – Salary"; hourly employees should select "Closure/Agency Holiday – Hourly."
5. Enter the appropriate number of hours and click "Save." The number of hours entered may not exceed the approved number (4 or 8). Please ensure the request is for the time not worked.
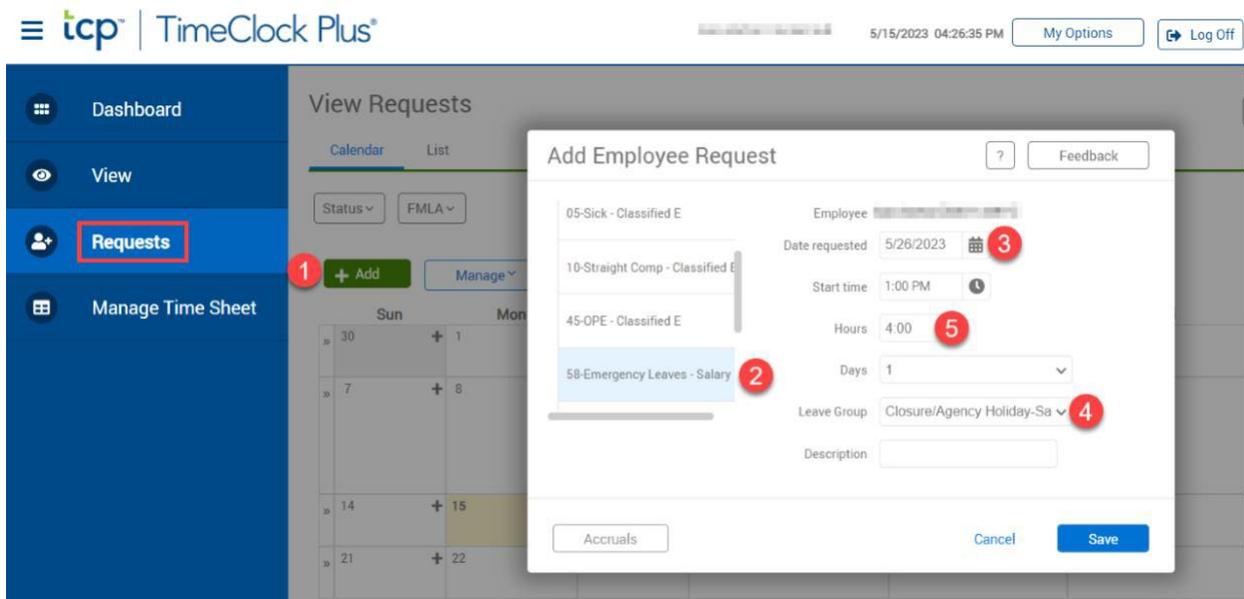
Staff should discuss plans with their supervisors before entering any time in TCP.

If you already requested paid leave for this date, and it has not been approved by your manager, please update it to include this Agency Holiday Time. If you requested time off has already been approved, please ask your manager to cancel the request.