

Engineering Payroll

2020-2021 Holidays and Calculation Information

Engineering 2020-2021 Holiday Schedule	
Thanksgiving	Nov. 26-27, 2020
Winter Break	Dec. 23, 2020-Jan. 1, 2021
Martin Luther King, Jr. Day	Jan. 18, 2021
Spring Break	Mar. 19, 2021
Memorial Day	May 28-31, 2021

Number of Days/Hours in Each Month			
Year	Month	Days	Hours
2020	Sept	22	176
	Oct	22	176
	Nov	21	168
	Dec	23	184
2021	Jan	21	168
	Feb	20	160
	Mar	23	184
	April	22	176
	May	21	168
	June	22	176
	July	22	176
	Aug	22	176
Total		261	2088

Formulas:

Leave of Absence & Unpaid Leave Calculations:

By Days:

Divide # of days worked by # of working days in month
 Then multiply by monthly FTE
 Then multiply by percent effort

By Hours:

Divide # of hours worked by # of working hours in month
 Then multiply by monthly FTE
 Then multiply by percent effort

mailing address 3132 TAMU
 College Station, TX 77843-3132

physical address 125 Spence St. – Zachry Suite 531
 College Station, TX 77843

THE TEXAS A&M UNIVERSITY SYSTEM

Tel. 979.458.7493
 Fax. 979.458.7490