

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:04 DATE: January 1, 1984
 SUPERSEDES POLICY NO.: IV:02:04 DATED: January 1, 1983
 SUBJECT: Holidays During Calendar Year 1984
 APPROVED: Robert O. Riggs, President *Robert O. Riggs*

The State Board of Regents has designated the following dates as holidays during calendar year 1984:

<u>Holiday</u>	<u>Date</u>
New Year's	Monday, January 2, 1984
Independence Day	Wednesday, July 4, 1984
Labor Day	Monday, September 3, 1984
Thanksgiving Day	Thursday, November 22, 1984
Christmas Day	Tuesday, December 25, 1984

In addition, Austin Peay State University will observe the following as holidays during the calendar year 1984:

<u>Holiday</u>	<u>Date</u>
Day after Thanksgiving	Friday, November 23, 1984
Christmas	Monday, December 24, 1984 Wednesday through Thursday December 26, 27
Floating Holiday	Employee's Birthday

In order to permit increased energy savings, the University will be closed December 28 and 31, 1984, with employee absences charged to annual leave. If other days are taken during the Christmas season, they will be taken with employee absences charged to annual leave.

Any employee required to work during the holiday season (e.g., to prepare for winter quarter registration) will be permitted to schedule this leave at other times provided written approval is given by the divisional head or immediate supervisor.

This policy becomes effective January 1, 1984.