

**AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:054	Supersedes Policy Number: 5:054
Date: November 24, 2003	Dated: June 10, 2002
Subject: Holidays	Mandatory Review Date: November 24, 2008
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference: <u>5:01:01:10, 5:01:01:11</u>
Approved:	President: signature on file

Holidays not charged to annual leave:

Austin Peay State University will observe a maximum of thirteen paid holidays per year. All regular full-time and part-time executive, administrative, faculty, professional, clerical and support personnel (as defined in APSU Policy 5:036) are authorized for the official holidays. The Tennessee Board of Regents has designated the following dates as holidays:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

In addition to the above holidays, the President, with the approval of the Chancellor of the Tennessee Board of Regents, may determine the scheduling of the additional five days as holidays. The University has authorization to observe the following as additional holidays:

- Day after Thanksgiving
- Year-End Holidays (4 days)

An employee must be in a current pay status at the beginning of and on the day after the holiday in order to receive holiday pay.

Administrative Closings:

In addition to the twelve designated holidays, the University may schedule additional days of administrative closing which will be chargeable as annual leave. Administrative closing days will be designated each year based upon the calendar for that year, the opportunity for energy savings, and the desire to provide an extended break for employees where time and workload permit. When a holiday falls on Saturday, the Friday preceding the holiday will be scheduled as the holiday. When it falls on Sunday, the Monday following the holiday will be scheduled. Employees will take holidays on the day they are scheduled. Administrative closing days will be included in the annual holiday schedule as posted on the University Web site below:

<http://www.apsu.edu/human-resources/holidays>

A six-month notice shall be given to all regular employees stating the dates of the administrative closing days. Any employee who does not have sufficient accumulated leave will be on a leave-without-pay status for the administrative closing days. However, if an employee is in a leave-without-pay status due to an administrative closing which immediately precedes or follows a designated holiday, he/she will receive pay for the designated holiday.

When a classified employee is required to work on a scheduled holiday, the employee will receive overtime pay or compensatory time at premium rates. The compensation for the hours worked is in addition to normal holiday pay. Additional hours worked on a holiday in excess of the normally scheduled holiday hours, will be paid at the appropriate overtime rate based upon total hours worked during the week. Classified employees who wish to take time off after the holiday should request to have their hours reported as compensatory time for the holiday. The final decision on whether overtime or compensatory time will be used rests with the employee's supervisor.