


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:013	Supersedes Policy Number: IV:02:03
Date: August 1, 1986	Dated: January 1, 1986
Subject: Holidays	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: 4:03:04:01
Approved:  President	

Austin Peay State University will observe a maximum of eleven holidays per year. All regular full-time and part-time executive, administrative, professional, clerical and support personnel (as defined in PPM 5:023) are authorized for the official holidays. The State Board of Regents has designated the following dates as holidays during calendar year 1986:

<u>Holiday</u>	<u>Date</u>
New Year's Day	Wednesday, January 1, 1986
King Day	Monday, January 20, 1986
Independence Day	Friday, July 4, 1986
Labor Day	Monday, September 1, 1986
Thanksgiving Day	Thursday, November 27, 1986
Christmas Day	Thursday, December 25, 1986
Employee's Birthday	To be used on the birthday or within 30 days after it

In addition to the above holidays, the President, with the approval of the Chancellor of the State Board of Regents, may declare additional days as holidays (subject to the above stated maximum). Therefore, Austin Peay State University will observe the following as holidays during the calendar year 1986:

<u>Holiday</u>	<u>Date</u>
Day after Thanksgiving	Friday, November 28, 1986
Christmas	Wednesday, December 24, 1986
	Friday, December 26, 1986
	Monday, December 29, 1986

In order to permit increased energy savings, the University will be closed December 30, and 31, 1986, 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.

When a holiday falls on Saturday, the Friday preceding the holiday may be substituted. When it falls on Sunday, the Monday following the holiday may be substituted. When work schedules or duties make it necessary for an employee to work on a holiday, or when a holiday falls on what is normally a scheduled day off for certain employees, then a corresponding amount of time off will be granted. The time off must be approved by the supervisor. It must be taken within thirty days after the holiday and before any annual leave is taken.

Employee's birthday holiday must be used within 30 days after the birthday. The employee birthday holiday is subject to all other rules concerning holidays. Each supervisor shall assure proper administration of this holiday for employees under his/her supervision.

This policy becomes effective January 1, 1986.