


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
4:013	4:013
Date:	Dated:
January 17, 1990	November 27, 1989
Subject:	
Holidays	
Initiating Authority:	TBR Policy/Guideline Reference:
Vice President for Finance and Administration	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 Tennessee Board of Regents has designated the following dates as holidays during calendar year 1990:

<u>Holiday</u>	<u>Date</u>
New Year's Day	Monday, January 1, 1990
King Day	Monday, January 15, 1990
Independence Day	Wednesday, July 4, 1990
Labor Day	Monday, September 3, 1990
Thanksgiving Day	Thursday, November 22, 1990
Christmas Day	Tuesday, December 25, 1990

In addition to the above holidays, the President, with the approval of the Chancellor of the Tennessee 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 1990:

<u>Holiday</u>	<u>Date</u>
Employee's Birthday	To be used within the period from 30 days prior to 30 days after the actual birthday
Memorial Day	Monday, May 28, 1990

Day after Thanksgiving
Christmas

Friday, November 23, 1990
Monday, December 24, 1990
Wednesday, December 26, 1990

In order to permit increased energy savings, the University will be closed December 27, 28, and 31, 1990, 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 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. When a classified employee is required to work on a 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. The only exception to this will be the birthday holiday which can be taken during the period outlined in this policy. Employees will not be compensated at premium rates for working on the birthday holiday unless they exceed forty hours during that work 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.

Employee's birthday holiday must be used within the period from 30 days prior to 30 days after the birthday. Each supervisor shall assure proper administration of this holiday for employees under his/her supervision.

This policy becomes effective January 1, 1990.