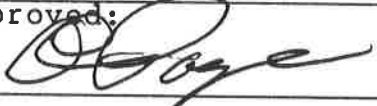


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 4:013	Supersedes Policy Number: 4:013
Date: November 7, 1989	Dated: October 24, 1988
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 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 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 1990:

<u>Holiday</u>	<u>Date</u>
Employee's Birthday	To be used on the birthday or within 30 days after it
Memorial Day	Monday, May 28, 1990
Day after Thanksgiving	Friday, November 23, 1990
Christmas	Monday, December 24, 1990 Wednesday, December 26, 1990

In order to permit increased energy savings, the University will be closed December 27, 28, & 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 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, 1990.