

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: IV:02:03 DATE: January 1, 1983  
SUPERSEDES POLICY NO.: IV:02:03 DATED: November 1, 1981  
SUBJECT: Holidays  
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

Austin Peay State University will observe a maximum of ten holidays per year. All regular full-time and part-time executive, administrative, professional, clerical and support personnel (as defined in PPM IV:02:05) are authorized for the following official holidays:

1. New Year's Day
2. Independence Day
3. Labor Day
4. Thanksgiving Day
5. Christmas Day
6. Employee Birthday

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).

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. Where work schedules or duties make it necessary for an employee to work on a holiday, a corresponding amount of time off will be granted and should be taken prior to taking further annual leave days. If a holiday falls on what is normally a scheduled day off for certain employees, then those employees are entitled to a corresponding amount of time off.

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.