

Issued: February 2, 2017
Responsible Official: Vice President for Finance and Administration
Responsible Office: Human Resources

POLICIES

Policy Statement

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 5:019) are authorized for the official holidays. Holidays are not charged as annual leave.

Purpose

The purpose of this policy is to establish the criteria and process regarding holiday observance at the University.

Contents

Procedures

- Observed Holidays
- Eligibility
- Administrative Closings

Links

- APSU Holidays
- APSU Policy 5:004

Procedures

Observed Holidays

The University has designated the following as holidays:

- New Year's Day
- Martin Luther King Day
- Spring Break Friday
- Memorial Day
- Independence Day

- Labor Day
- Thanksgiving Day
- Christmas Day

In addition to the above holidays, the President 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)

When a recognized holiday falls on Saturday, the Friday preceding the holiday shall be substituted. This includes New Year's Day and can result in December 31st of the previous calendar year being substituted. When a recognized Holiday falls on Sunday, the Monday following the holiday shall be substituted. Where work schedules or duties make it necessary for an employee to work on a holiday, a corresponding amount of time off shall be granted. The University shall hold observances for Veteran's Day on or near the day recognized as a national day of observance. Students, faculty, and staff who are veterans shall be afforded the opportunity to participate in the campus observances without adverse action or absence.

Eligibility

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. Regular part-time employees receive the holiday benefit on a pro rata basis. Any holiday falling within a period of an employee's sick, annual, or other leave with pay shall be considered holiday leave and recorded as such.

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 non-exempt 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. Non-exempt 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.

Links

APSU Holidays

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

APSU Policy 5:004

<https://www.apsu.edu/policy/employee-attendance-during-inclement-weather-natural-disasters-5004>

Revision Dates

APSU Policy 5:030 (previously 5:054) – Rev.: February 2, 2017

APSU Policy 5:030 – Rev.: November 24, 2003

APSU Policy 5:030 – Issued: November 10, 2002

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file

