

MIDDLE TENNESSEE STATE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

POLICY NO: IV:07:14

DATE: August 20, 2003

SUPERSEDES POLICY NO: IV:07:14

DATED: June 18, 1999

SUBJECT: Holidays/Administrative Closings

APPROVED: Sidney A. McPhee, President \_\_\_\_\_

The University will observe a maximum of eight (8) holidays and five (5) additional administrative closing days per year. The following days shall be designated as official holidays:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. Good Friday
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Christmas Day

In addition to the above holidays, the President, with the approval of the Chancellor of the Board of Regents, shall declare five (5) additional administrative days as holidays to be observed by the University. Such holidays approved for observance will be announced by the Human Resource Services Office.

When a holiday falls on Saturday, the Friday preceding the holiday shall be substituted. When it 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 the following provisions apply:

- a. Classified Employees – The employee will receive regular holiday pay for the day and will be compensated at a time and one-half time rate for the hours worked on the holiday. (See MTSU Policy No. IV:07:03 regarding Holiday Pay.)
- b. Administrative Employees – When work schedules or duties make it necessary for an administrative employee to work on a holiday, a corresponding amount of time off shall be granted.

All regular full-time and part-time employees in an active pay status will qualify for holiday pay for the days listed above. Regular part-time employees will receive the holiday benefit on a pro rata basis. The following provisions apply:

- a. Employees who are in an active pay status on the work days immediately preceding and following a holiday will receive payment for the holiday.
- b. 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.

## I. Administrative Closing Days Declared in Advance

Additional administrative closing days charged to leave may be designated by the President with the approval of the Chancellor. If additional administrative closing days are declared beyond the five designated days listed above, a six-month notice shall be given to all regular personnel stating the dates of the closings. Included in the notice will be the provisions below:

- a. During these additional days of administrative closing, appropriate leave will be charged to the employee.
- b. Any employee who does not have sufficient accumulated leave will be on leave without pay for the administrative closing.

However, should an employee be in a leave without pay status due to an officially declared administrative closing which immediately precedes and/or follows a designated holiday, he/she shall be eligible to receive holiday pay.

## II. Emergency Closing

At times it may be necessary for the President to declare specific hours as emergency closing as the result of inclement weather or other emergency situations. In such cases, regular full-time and part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay. Employees who are not scheduled to work will not be paid for the emergency closing.

If an emergency closing has not been declared due to inclement weather and an employee is prevented from reporting to work for his/her normally scheduled working hours, annual leave or leave without pay will be charged; or the employee may be allowed with institutional approval to make up the time lost.

Regular part-time employees will be affected on a pro rata basis in each of the provision above.