

PURPOSE

The purpose of this policy is to establish the criteria and process regarding holiday observance for the employees at Nashville State Community College ("College").

DEFINITIONS

N/A

POLICY/GUIDELINE

I. Observed Holidays

A. Nashville State Community College, under the governance of the Tennessee Board of Regents, will observe a maximum of seven holidays per year and six additional administrative closing days as specified in Nashville State Policy 05.02.13. The following days shall be designated as official holidays:

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

B. 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.

C. When a recognized Holiday falls on Sunday, the Monday following the holiday shall be substituted.

D. 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.

E. All campuses shall hold observances for Veteran's Day on or near the day recognized as a national day of observance.

F. Students, faculty and staff who are veterans shall be afforded the opportunity to participate in the campus observances without adverse action or absence.

II. Eligibility

A. 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 receive the holiday benefit on a pro rata basis.

B. The following provisions apply:

1. Employees who are in an active pay status on the work days immediately preceding and following a holiday will receive payment for the holiday.
2. 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.

III. Exceptions

- A. Any exceptions to this policy shall be submitted to the Chancellor for approval.

SOURCES

T.C.A. § 49-8-203

RELATED POLICIES

Nashville State Policy 05-02-13

Approved by President's Cabinet 2/14/22