

06:03:01:00 Holidays

Purpose:

It is the policy of Dyersburg State Community College (DSCC) to designate official paid holidays.

Scope:

This policy applies to all regular full-time and part-time employees in an active pay status. It does not apply to student workers, adjunct faculty, and temporary workers.

Policy:

DSCC 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 Policy 06:03:02:00. 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

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.

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. 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.

Compliance:

This policy applies to all regular full-time and part-time employees in an active pay status. Any exceptions to this policy shall be submitted to the Chancellor for approval.

Definitions:

Active Pay Status Conditions under which an employee is eligible to receive pay and includes but is not limited to vacation leave, sick leave, overtime, compensatory time off and holidays; Actively at work.

Revision History:

Policy created November, 2004. Policy updated July 2012; approved by Administrative Council on July 27, 2012.