

# Holidays

## I. Purpose

The purpose of this policy is to establish the criteria and process regarding holiday observance at Dyersburg State Community College (DSCC).

## II. 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.

## III. Policy

DSCC under the governance of the Tennessee Board of Regents will observe a maximum of eight 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. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. 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.

DSCC will 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 observance without adverse action or absence.

Employees who are veterans shall be permitted to use annual leave to observe Veterans' Day, or if they do not have sufficient annual leave, to observe Veterans' Day as an unpaid holiday. The veteran employee must provide at least one month's notice. A college may deny a request for

time off if the veteran employee's absence, either alone or in combination with other veteran employee absences, will negatively impact public safety or cause significant operational disruption.

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.

#### **IV. 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.

#### **V. 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.

#### **VI. Revision History**

Policy created November, 2004. Policy updated July 2012; approved by Administrative Council on July 27, 2012. Policy updated April 2023; approved by Administrative Council on April 27, 2023. Policy updated by TBR in June 2023; approved by Administrative Council on September 28, 2023.