

## V 02 10 HOLIDAYS

### Purpose

The purpose of this policy is to establish the criteria and process regarding holiday observance at Volunteer State Community College governed by the Tennessee Board of Regents.

### Policy

#### I. Observed Holidays

- A. Volunteer State Community College will observe a maximum of seven (7) holidays per year and six (6) additional administrative closing days as specified in Policy 5:01:01:11. 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 regular 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. Volunteer State Community College 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.

TBR Source: TBR Meetings, October 12, 1973; September 30, 1983; December 14, 1984; December 13, 1985; September 18, 1992; December 7, 2001 (Approved by Finance and Administration February 4, 2002); September 25, 2008; June 19, 2015 to reflect revisions to state statute.

VSCC Source: November 11, 1987, President; March 22, 1999, President; January 8, 2009, President's Cabinet; May 23, 2016, President's Cabinet