



Leave Policy- Holidays	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy specifies how the institution designates Holidays and the authority to designate additional closings for Regular Employees.

Policy Statement

East Tennessee State University (ETSU) observes sixteen (16) designated Holidays per year. Holidays are paid leave days for Regular Employees. These days will typically include New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day; however, the schedule may be adjusted year-to-year.

ETSU's President in consultation with the Office of Human Resources will determine the holiday schedule for each calendar year and will post the holiday schedule for the upcoming two calendar years. The ETSU President has the authority to adjust the holiday schedule in the event of unforeseen circumstances, including, but not limited to weather events, a pandemic, facility issues, etc.

ETSU's President has been delegated the authority by the Board of Trustees to designate additional closing days.

I. **Holiday Pay.**

A. Eligibility for Holiday Pay.

All Regular Employees are eligible for Holiday pay on a pro-rated basis to the employee's percentage of employment. Regular Employees (other than retiring employees) must be on active pay status on the workdays immediately preceding and following a holiday to receive payment for the holiday.

B. Holidays during Paid Leave.

Any day designated as a Holiday falling within a period of an employee's sick, annual, or other paid leave shall be considered Holiday leave and recorded as such.

C. Working on Holidays.

When a Regular Employee's work schedule or duties require the employee to work on a designated Holiday, the direct supervisor may grant a corresponding amount of paid leave to the employee.

D. ETSU Units with Different Holidays.

Some offices or units (e.g. clinics, extension sites, etc.) may schedule alternate Holidays to meet operational needs. The Vice President of the division must approve Alternate Holiday schedules. The Alternate Holiday schedule must be posted or otherwise communicated to affected employees, to patients/customers (if applicable), to the Office of Human Resources, and to Payroll.

Public Safety has a designated procedure for taking Holiday paid leave to ensure continuity of services.

G. University School.

University School, unless indicated otherwise, does not follow the ETSU Holiday schedule; it observes the vacation days prescribed by the Washington County School Board.

Authority: T.C.A. § 49-8-203

Previous Policy: PPP-20 Holidays

Definitions

Active Pay Status: Being paid for hours actually worked or using paid leave in lieu of hours actually worked.

Regular Employee: Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). The Employee Classification policy provides information on types of regular employees.

Policy History

Effective Date:

Revision Date:

Procedure

Employees must follow all Payroll procedures related to timekeeping (See Pay Procedures formerly PPP-05) .

Procedure History

Effective Date:

Revision Date:

Related Form(s)

Scope and Applicability

Primary: Human Resources

Secondary: