

5.01.01.10 Holidays



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Policy/Guideline Area

Personnel Policies

Applicable Divisions

TCATs, Community Colleges, System Office

Purpose

The purpose of this policy is to establish the criteria and process regarding holiday observance at the System Office and institutions governed by the Tennessee Board of Regents.

Policy/Guideline

I. Observed Holidays

- A. The institutions 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 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. Juneteenth
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. 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 Veterans' 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.
- G. 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.

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

Authority

T.C.A. § 49-8-203; T.C.A. § 15-1-101; T.C.A. § 15-1-1505

History

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; July 1, 2023 (ministerial changes).

Note: This policy was formerly No. 4:03:04:01, it has been renumbered to be included in the Personnel Section of the Policy Manual, 11/90.

Related Policies

[5.01.01.11 Days of Administrative Closing](#)