

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NUMBER: 1:01:02**

**DATE: May 1987**

**REVISION/REVIEW DATES: March 1993, Oct 1995, May 1997, Nov 2007, Aug 2011**

**SUBJECT: Holidays for Non-Faculty Employees**

**APPROVED: John M. Beehler, President**

**PURPOSE**

This policy is to delineate the holidays for administrative, professional, technical, supervisory and classified employees. While paid holidays may be added at the discretion of the President, these are the established holidays of the university.

**POLICY**

The usual business of the University will be suspended in observation of certain regular state and federal holidays and other days as determined by the President or his designee.

All employees, whether full-time, part-time, regular, temporary, probationary or on an unusual workweek schedule, are entitled to the same holidays. The holidays may or may not be paid depending on the employee's status. University activities which must be carried on will be arranged for by the dean or director in charge, and employees who must work will be given another day off in lieu of the holiday. An alternate day will be arranged with the employee's supervisor if a holiday falls on an employee's regular day off.

An employee on official leave of absence without pay, or absent without leave, will not be paid for holidays falling during his or her leave. Actual employment must exist both immediately before and after a holiday period in order to be compensated. Employees wishing to retire (as defined by the Teachers' Retirement System) on December 31 may do so and receive pay for the Christmas holidays through December 31. The same applies to retirement on March 31 when Spring Holidays occur the last week of March, so that pay will be received through March 31.

The following schedule lists official holidays for all offices at the University. An annual holiday schedule will be published by the Office of Human Resources.

**1:01:02**

<b>Holiday</b>	<b>Specific Date</b>	<b>Number of Days</b>
Labor Day	September 5, 2016	1 day
Veteran's Day	November 11, 2016	1 day
Thanksgiving	November 21-25, 2016	5 days
Winter Break	Dec. 23, 2016-Jan. 2, 2017	7 days
Martin Luther King Jr Day	January 16, 2017	1 day
Spring Break	March 20-24, 2017	5 days
Memorial Day	May 29, 2017	1 day
Independence Day	July 4 <sup>th</sup> or as announced	1 day

### **RESPONSIBILITY**

The Vice President for Finance & Administration is responsible for this policy.

### **EVALUATION**

The Chief Human Resources Officer will evaluate this policy biennially.