



Leave – Holiday (6.22.6)

PURPOSE

The purpose of this policy is to establish the criteria and process regarding holiday observance for employees at Tennessee State University.

POLICY

Please refer to TBR [Policy 5:01:01:10](#), Holidays, for the most recent information.

PROCEDURE

When a holiday falls on Saturday, the Friday preceding the holiday may be substituted. When it falls on Sunday, the Monday following the holiday may be substituted. Where work schedules or duties make it necessary for an employee to work on a holiday, a corresponding amount of time off may be granted.

REFERENCE

TBR Policy [5:01:01:10](#)

Updated 7/2014