

**July 2023 – June 2024 HOLIDAY SCHEDULE**

Tusculum University is delighted to announce this fiscal year’s holiday schedule. We are proud to support important institutional mission objectives and national observances which this year total 21 paid days off. Considering employees in the U.S. receive an average of 8 paid holidays, and only 3% of civilian workers receive more than 14 days off, Tusculum’s benefit adds considerable value to your work experience which is above and beyond the norm. Below are our regular holidays and certain details of observance. For full details please see policy 6.01 in the Employee Handbook.

* **Juneteenth** - Monday June 19, 2023
* **Independence Day** – Tuesday July 4 2023
* **Labor Day** - Monday September 4, 2023
* **Thanksgiving** - Wednesday – Friday November 22-24, 2023
* **Christmas and New Year’s Day** - Observed Monday December 18, 2023 through Monday January 1, 2024 (return to work on Tuesday January 2, 2024).
* **Martin Luther King Day** - Monday January 15, 2024
* **President’s Day** - Monday February 19, 2024
* **Spring Break for Staff** – Thursday – Friday March 7 – 8, 2024
* **Good Friday** - Friday March 29, 2024
* **Memorial Day** - Monday May 27, 2024

The President or respective department Cabinet Officer may determine, for the welfare of students and/or continuity of business operations/services, certain departments remain open on either full or reduced schedules during holiday periods. Traditionally, these departments have included but are not limited to, Admissions, Business Office, Financial Aid, Institutional Advancement, Student Affairs, and Athletics. Other offices may need to establish call in schedules to cover planned or unplanned occurrences which may serve current/prospective students, visitors, business projects, emergencies, or other operations/initiatives. Campus Safety will maintain normal working presence during all holidays.

**Eligibility:**

Full-time staff (actively employed the day before and the day after the holiday) are eligible for holiday pay. Employees who are on FMLA or leave of absence, part-time, contracted or temporary are not eligible.

**Holiday Work & Special Pay Provision:**

In the event an employee is required/scheduled to work on a holiday, they will receive an alternate day off (with pay). This alternate day will be scheduled and approved in advance by the supervisor and should be taken within 2-months of the holiday. A non-exempt employee who works 5-hours or more on a holiday will be paid for a full 8-hour shift provided the time is recorded and approved on their timesheet.