



TUSKEGEE

UNIVERSITY

Holiday and Holiday Pay

The University recognizes the following holidays for regular, full-time employees. Other time taken by the employee must be with the approval of the department head concerned and deducted from accrued leave or time will be recorded as leave of absence without pay.

Juneteenth
Fourth of July
Labor Day
Thanksgiving (two days)
Christmas Eve
Christmas Day
New Year's Day
Martin Luther King Observance
Easter Recess (two days)
Memorial Day

Special Notes:

1. In the event services are required on the above holidays, the employee will be paid at the rate of double time for hours worked only.
2. When a holiday occurs within an employee's vacation period, the employee is entitled to an additional day off, which is to be taken immediately prior to or following the vacation leave.
3. Employees entitled to receive holiday pay must have worked both the full scheduled workday before and the next full scheduled workday after the holiday unless excused by the supervisor. Employees who are absent due to death or illness in the immediate family, jury duty, or illness confirmed in writing by a doctor's statement, will be entitled to holiday pay provided the employee has worked sometime in the week in which the holiday occurs.