PURPOSE: To designate and observe certain days each year as holidays. Eligible employees will be given a day off with pay for each holiday observed.

POLICY: The following days are designated as paid holidays by the College:

- New Year’s Day
- Martin Luther King’s Birthday
- Meharry Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

Holidays falling on Sunday shall be observed on the following Monday, and holidays falling on a Saturday shall be observed on the preceding Friday, unless a different day is designated by the College.

In order to receive holiday pay, a staff employee must report to work on their scheduled work day immediately before and after the holiday, with the following exceptions:

- Absence due to illness with doctor’s certification
- Jury duty
- Scheduled annual leave
- Bereavement

Employees who receive notice that they are scheduled to work on a holiday and fail to report for such work shall not be entitled to holiday pay.

Employees who are required to work on a regularly scheduled holiday shall be entitled to take a day of their choice as the holiday with pay, within ten calendar days following
the actual holiday, unless specific arrangements are made by the employee with their supervisor. The employee must notify his immediate supervisor at least forty-eight hours in advance of the day which he/she intends to take as his/her holiday, unless otherwise approved by the supervisor.