

Shawnee State University

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| AREA: | BUSINESS AFFAIRS | POLICY NO.: | 4.57 |
| | | ADMIN. CODE: | 3362-4-29 |
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| | | EFFECTIVE DATE: | 1 / 1 9 / 91 |
| | | RECOMMENDED BY: | R. Neil Hawk |
| SUBJECT: | ADMINISTRATIVE STAFF HOLIDAYS | APPROVED BY: | |

1.0 Administrators are entitled to the following holidays observed by the University:

| <u>Holiday</u> | <u>Usually Scheduled</u> |
|------------------------|-----------------------------|
| New Year's Day | January 1 |
| Martin Luther King Day | Third Monday in January |
| President's Day | Third Monday in February |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Columbus Day | Second Monday in October |
| Veteran's Day | November 11 |
| Thanksgiving Day | Fourth Thursday in November |
| Christmas Day | December 25 |

2.0 The University will develop a schedule each year which will allow for substitute holidays. Substitute holidays will be designated by the University in order to keep the University open on scheduled holidays to meet class requirements. Those holidays which may be substituted by the University include:

Martin Luther. King Day
Columbus Day
President's Day

3.0 The University calendar is subject to the negotiated labor agreements in effect each year and to final approval by the Board of trustees.