

## 520 HOLIDAYS POLICY

*Policy 520 was included in the 2001 University Handbook revision and was substantially amended by the ISU Board of Trustees on April 27, 2007.*

**520.1 Official Holidays.** Indiana State University identifies the following federally-recognized holidays and grants time off with pay to all regular benefits-eligible employees who are not required to work:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving Day plus day following  
Christmas Day

**520.1.1 Administration of July 4.** When the Fourth of July falls on a Saturday, the preceding Friday shall be a holiday. When the Fourth of July falls on a Sunday, the following Monday shall be a holiday.

**520.1.2 Administration of Christmas Day and New Years Day.** If Christmas Day or New Years Day falls on a weekend, then the holiday date that the University will recognize will be the federally-recognized date.

**520.1.3 Administration when Holiday Falls on Weekend.** When a Holiday falls on a Saturday, it will be observed on the preceding Friday, when a Holiday falls on a Sunday, it will be observed on the following Monday.

**520.2 Co-Administration of Winter Recess.** Winter recess guidelines and pay procedures take precedence over holiday guidelines and policies.

*Last revised February 20, 2012.*