



**POLICY 06:15:00
HOLIDAY,
ADMINISTRATIVE AND
EMERGENCY CLOSINGS**

Please refer to [Tennessee Board of Regents Policy 5:01:01:10 and 5:01:01:11](#)

I. Holidays

A. Observed Holidays

1. The institutions under the governance of the Tennessee Board of Regents will observe a maximum of seven holidays per year and six additional administrative closing days as specified in Policy 5:01:01:11. The following days shall be designated as official holidays:
 - a. New Year's Day
 - b. Martin Luther King, Jr. Day
 - c. Memorial Day
 - d. Independence Day
 - e. Labor Day
 - f. Thanksgiving Day
 - g. Christmas Day
2. When a recognized holiday falls on Saturday, the Friday preceding the holiday shall be substituted. This includes New Year's Day and can result in December 31st of the previous calendar year being substituted.
3. When a recognized Holiday falls on Sunday, the Monday following the holiday shall be substituted.
4. Where work schedules or duties make it necessary for an employee to work on a holiday, a corresponding amount of time off shall be granted.

B. Holiday Eligibility

1. All regular full-time and regular part-time employees in an active pay status will qualify for holiday pay for the days listed above. Regular part-time employees receive the holiday benefit on a pro rata basis.
2. The following provisions apply:
 - a. Employees who are in an active pay status on the work days immediately preceding and following a holiday will receive payment for the holiday.
 - b. Any holiday falling within a period of an employee's sick, annual, or other leave with pay shall be considered holiday leave and recorded as such.

C. Holiday Exceptions

Any exceptions to this policy shall be submitted to the Chancellor for approval.

II. Administrative and Emergency Closing

A. Administrative Closing Days Declared in Advance

1. In addition to the seven holidays granted in TBR Policy 5:01:01:10, six administrative closing days shall be designated as time off from work with pay for regular full-time and part-time employees.
2. Certain days, such as the Friday after Thanksgiving Day and those during the week of Christmas when classes are not in session, may be designated as days of administrative closing each year by the president, with the approval of the Chancellor.

B. Emergency Closing

The president of the College is the only Mississippi State employee with the authority to close the College. The president's decision regarding inclement weather closing applies to all locations and teaching sites. Other emergency situations may be campus specific. In such cases, regular full-time and regular part-time employees on the active payroll who are scheduled to work during the declared times of closing will be granted time off from work with pay.

1. Employees who have previously been approved for leave for the duration of the emergency closing will be considered not scheduled to work and will be charged the appropriate leave.
2. Employees who have previously been approved for leave for a portion of the emergency closing will be considered not scheduled to work for the portion of time that was previously approved as leave. The employee will be considered scheduled to work for the remainder of the closing. For example, the College is closed on Tuesday and Wednesday. The employee had previously requested leave for Tuesday. Leave will be charged for Tuesday at 7.5 hours but no leave will be charged for Wednesday.
3. In case of a delayed opening, employees who were not previously approved for leave for the duration of an emergency closing and are unable to arrive to work due to the weather conditions, will be considered scheduled to work and will only be charged leave for the period of time the College is open. For example, an employee's work schedule is from 8:00 a.m. – 4:30 p.m. Due to inclement weather, the College opens at 10:00 a.m. The employee cannot get to work due to the weather conditions. The employee will be charged 5.5 hours of leave, rather than 7.5 hours for the entire day.
4. Faculty on academic contracts will not be required to meet campus hours or to take leave when classes are cancelled due to inclement weather.

Approved: Executive Council, October 12, 1992
Approved: Executive Council, April 12, 1993
Editorial changes, April 23, 1993
Approved: President Allen G. Edwards, February 1, 2000
Approved: President Allen G. Edwards, October 22, 2001
Approved: President Allen G. Edwards, February 11, 2002
Reviewed/Recommended: President's Staff, March 26, 2007
Approved: President Allen G. Edwards, March 26, 2007
Reviewed/Recommended: President's Council, June 25, 2012
Approved: President L. Anthony Wise, Jr., June 25, 2012
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Reviewed/Recommended: President's Council, September 9, 2019
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