



TO: Tusculum College Faculty and Staff
FROM: Tusculum College Cabinet
DATE: April 15, 2010
SUBJECT: 2010-2011 Holiday Schedule for Tusculum College Staff and Administration

The President will determine the Holiday Schedule and time off allowed for each academic year. Our offices will observe the following holiday schedule for 2010-11.

Summer Break, 2010 (GPS Only):
Closed Thursday – Monday, July 1-5, 2010

Independence Day, 2010 (Residential Only):
Closed Monday, July 5, 2010

Labor Day, 2010 (GPS Only):
Closed Monday, September 6, 2010

Thanksgiving, 2010:
Closed Wednesday - Friday, November 24-26, 2010

Christmas, 2010 and New Year's 2011:
Closed Monday – Friday, December 20, 2010 - December 31, 2010
(Return on Monday January 3, 2011)

Martin Luther King, 2011
Closed Monday, January 17, 2011

Spring Break, 2011 (Residential Only):
Closed Wednesday – Friday, March 9-11, 2011

Good Friday, 2011:
Closed Friday, April 22, 2011

Memorial Day, 2011:
Closed Monday, May 30, 2011

Summer Break, 2011 (GPS Only):
Closed Thursday-Monday, June 30-July 4, 2011

Independence Day, 2011 (Residential Only):
Closed Monday, July 4, 2011

At any time, the President or Cabinet members may determine for the welfare of the College that certain departments may need to work on the Holiday. The employees who work when the College is closed during a holiday period will be compensated similarly to the Christmas Break period. Exception to this is Campus Safety, which will be working a normal schedule.

* Christmas Break

In order to provide services to our current/prospective students and visitors during the College's long Christmas break, essential administrative offices have agreed to maintain limited operations between Christmas and New Years. Campus Security will remain on normal working schedules and Holiday Pay will be granted for Christmas Day and New Year's Day only.

Tusculum College will convert to a reduced administrative schedule over the Christmas break. With the exception of the weekday immediately before and after Christmas Day (December 24th and 26th), and two (2) weekdays at New Year's (December 31st and January 1st), essential campus offices relating to the arrival of new students or visitors will maintain minimal staffing for five to eight hours per day. The following offices are identified as essential administrative operations for this policy: Admissions, Business Office, Financial Aid, Institutional Advancement, Student Affairs and Athletics.

The following offices are identified as crucial offices to new student arrivals and are to remain on-call through this period: Registrar and Campus Life.

Payment: There will be a special payment arrangement for Christmas break for hourly and salary non-exempt employees in essential and crucial offices only. The reduced work scheduled day of 5 – 8 hours will be compensated at eight (8) regular hours for each day that the employee works during the Christmas break.

To substitute for the normal Holiday Pay, those hourly and salary non-exempt Staff employees who work during the Christmas break period will receive one floating day off with pay (not to exceed 8 hours) for each day worked and to be agreed upon in advance between the employee and supervisor. This date must be notated on the Form 24 Time Sheet. The floating day(s) granted will be taken in January or February after the College reopens in the New Year.

Eligibility: To be eligible for Holiday Pay (or floating day off), a full-time staff employee must work the scheduled day before and the scheduled day after the holiday. Employees on a leave of absence, part-time, contracted or temporary employees are not eligible to receive Holiday Pay.