



TO: Tusculum College Faculty and Staff

DATE: April 1, 2007

SUBJECT: 2007-2008 Holiday Schedule for Tusculum College Staff and Administration

Our offices will observe the following holiday schedule for 2007-08.

Martin Luther King, 2007

Did not take

Martin Luther King, 2008 (Residential Only):

Closed Friday, January 18, 5:00 p.m.

Reopen Tuesday, January 22, 8:00 a.m.

Spring Break, 2007

Closed Wednesday, March 14, 5:00 p.m.

Reopen Monday, March 19, 8:00 a.m.

Spring Break, 2008 (Residential Only):

Close Wednesday, March 12, 5:00 p.m.

Reopen Monday, March 17, 8:00a.m.

Good Friday, 2007:

Closed Thursday, April 5, at 5:00 p.m.

Reopen Monday, April 9, at 8:00 a.m.

Good Friday, 2008:

Closed Thursday, March 20, at 5:00 p.m.

Reopen Monday, March 24, at 8:00 a.m.

Memorial Day, 2007:

Closed Friday, May 25, at 5:00 p.m.

Reopen Tuesday, May 29, at 8:00 a.m.

Memorial Day, 2008:

Closed Friday, May 23, at 5:00 p.m.

Reopen Tuesday, May 27, at 8:00 a.m.

Summer Break, 2007 (GPS Only)

GPS only is allowed to float the Spring Break this year or take at this time with Supervisor approval. Not allowed to be off both Spring and Summer Break.

Summer Break, 2008 (GPS Only):

Closed Tuesday, July 1, at 5:00 p.m.

Reopen Monday, July 7, at 8:00 a.m.

Independence Day, 2007:

Closed Tuesday, July 3, at 5:00 p.m.

Reopen Thursday, July 5, at 8:00 a.m.

Independence Day, 2008 (Residential Only):

Closed Thursday, July 3, at 5:00 p.m.

Reopen Monday, July 7, at 8:00 a.m.

Labor Day (GPS Only)

Closed Friday, August 31, at 5:00 p.m.

Reopen Tuesday, September 4, at 8:00 a.m.

Labor Day (GPS Only)

Closed Friday, August 29, at 5:00 p.m.

Reopen Tuesday, September 2, at 8:00 a.m.

Thanksgiving, 2007:

Close Tuesday, November 20, 5:00 p.m.

Reopen Monday, November 26, 8:00 a.m.

Thanksgiving, 2008:

Closed Tuesday, November 25, at 5:00 p.m.

Reopen Monday, December 1, at 8:00 a.m.

***Christmas, 2007 and New Year's 2008:**

Close Wednesday, December 19, at 5:00 p.m.

Reopen Thursday, January 3, at 8:00 a.m.

***Christmas, 2008 and New Year's 2009:**

Closed Tuesday, December 23, at 5:00 p.m.

Reopen Monday, January 5, at 8:00 a.m.

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.