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520 Holidays

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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:

- a. New Year's Day
- b. Martin Luther King Day
- c. Memorial Day
- d. Fourth of July
- e. Labor Day
- f. Thanksgiving Day plus day following
- g. 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 Year's Day. If Christmas Day or New Year's 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.