

VIRGINIA STATE UNIVERSITY

Section: Presidential Policy

Procedure Number: 203

Procedure Name: Revised Holiday Schedule for 1999

Applicability: All Classified and Eleven-and Twelve-Month Employees

Effective Date: April 22, 1999

Review Date: December 1, 1999 - Supersedes Presidential Policy Number 203 issued on January 7, 1999 and entitled "Holiday Schedule for 1999"

Revision Date: April 22, 1999

I. Purpose

The State Personnel Act permits all State agencies to allow 11 holidays during a given twelve-month period for all classified and contractual eleven- and twelve-month personnel. The revised holiday schedule for 1999 is attached for your information.

II. Procedure

All services and employees necessary for payroll, security, maintenance, communication, computer, limited postal service, and safety will be maintained. Any other work activities must be approved, in writing, by the respective Vice President and the President. Supervisors are responsible for rotating assignments throughout their work force and assuring that arrangements are made for those persons who work during the holiday to take compensatory leave after January 4, 1999. Additionally, in compliance with Personnel Policy, this schedule does not apply to hourly/part-time employees whose compensation is determined by the hours actually worked.

APPROVED BY: _____
President

DATE: _____