

University Holidays and Closings

Policy Information			
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Date Created:	August 1, 1995	Revised Date(s):	6/06; 10/07; 5/13; 8/24
Policy Owner:	Director of Human Resources	Council/Committee Recommendation:	Leadership Committee
Responsible University Administrator:	President	President Council Approved Date:	August 8, 2024

1. Purpose

- 1.1. To define school holidays and closings at Baptist Health Sciences University.

2. Policy

- 2.1. Official University business will not be conducted on the following holidays:
 - 2.1.1. Martin Luther King
 - 2.1.2. Good Friday
 - 2.1.3. Memorial Day
 - 2.1.4. July 4th
 - 2.1.5. Labor Day
 - 2.1.6. Thanksgiving Day
 - 2.1.7. Staff employees are encouraged to take these holidays off and must use PTO, if available, except when a staff member is required to work one of these holidays. If a staff employee works one of these holidays, the staff employee must obtain advance approval from his/her manager.
- 2.2. University buildings will be closed Christmas Eve, Christmas Day, and New Year's Day. On these days, staff employees are required to take the day off and use PTO, if available, except when a staff member is required to work on one of these holidays.
- 2.3. School closing for inclement weather will be made by the President or the President's designee. Closing decisions made overnight will be distributed via Omnilert and Baptist University email. There will be no notification to remain open. In cases of inclement weather, when classes are switched to online, a staff employee may elect not to report to work and take PTO, if available. If the inclement weather is predicted in advance, the staff may discuss with their supervisor if there is work that can be done remotely. The supervisor will have the authority to designate specific work appropriate to be performed remotely, the hours typically required to perform the work and set guidelines in place for recording productivity.

3. Definitions

- 3.1. None.



4. Procedure

4.1. None.

5. Related Information

5.1. None.

6. Publications

Yes	Publication	Yes	Publication
	University Academic Catalog		University Website
	University Student Handbook		MyCampus
	University Faculty and Staff Handbook		Other University Publication: