



**CVM
Policies and
Procedures
Handbook**

Subject: *Holiday Rescheduling Policy*

Section: *Administrative*

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To Be Reviewed Yearly by: *CVM Committee on Policies and Procedures*

Source: *Dean's Office*

Cross Reference: *MSU – HRM 60-311*

Holiday Rescheduling Policy

1. The College of Veterinary Medicine Holiday Rescheduling (HR) Policy is applicable **only to exempt employees (faculty and professional staff)**. Classified employees are covered by other university policies.
2. The Holiday Rescheduling policy allows faculty and professional staff the opportunity to reschedule their official university holidays when they are required by the College of Veterinary Medicine, as determined by the relevant Department Head, to work on official university holidays.
3. The actual time taken off for Holiday Rescheduling leave must be approved by the Department Head prior to the event and must not interfere with activities in which the person is involved in another program.
4. Only the weekends included in the winter official holiday period are eligible for holiday rescheduling under this policy.
5. Holiday rescheduling will be done in units of 1 day and will be 1 day for each holiday worked, i.e. in effect, holidays only will be rescheduled. If a faculty is scheduled for less than the full holiday, then only that scheduled time will be covered under the Holiday Rescheduling policy.
6. Holidays must be rescheduled within 6 months of the holiday worked or the opportunity to reschedule will be lost. There will be no pay given in lieu of unused holiday time.
7. University policies on terminal leave authorize only 30 days of personal leave within the last six months of employment, subject to approval by the Dean. Subsequent to resignation, any combination of personal leave and holiday rescheduling leave cannot exceed a total of 30 days.
8. This policy is applicable to any exempt employee who is scheduled for holiday duty by a Department Head or the Dean, regardless of whether they are actually called into the facility for duty.

Approved: _____

Kent H. Hoblet

Kent H. Hoblet, CVM Dean

4/29/11

Date