

410-02 HOLIDAY-PROCEDURE

1. PURPOSE

To provide benefit eligible employees paid leave for the purpose of recognizing specific holidays during the year.

2. PROCEDURE

1. Eligibility

Benefit eligible employees are full-time staff working 30 or more hours per week, and full-time employees who are on probation. Part-time staff and part-time faculty are not eligible. Full-time faculty are also not eligible as they are compensated based on 169 duty days.

2. Scope of Benefit

Official College holidays are designated by the President and include the following:

- New Year's Day (1)
- Martin Luther King Jr. Day (1)
- President's Day (1)
- Memorial Day (1)
- Independence Day (1)
- Labor Day (1)
- Veteran's Day (1)
- Thanksgiving Day (1)
- Day after Thanksgiving (1)
- Winter Holiday (7)
- Spring Break (5)

3. Holidays on the Weekend

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday.

4. Holidays and other Leave Categories

Employees, who are on approved unpaid leaves of absence or are receiving terminal vacation pay, are not entitled to receive pay or credit for holidays that fall within those leave periods.

If the holiday falls within an employee's paid leave period, the College will not count the holiday as a leave day.

Holidays falling within PTO time or sick leave reserve will be treated as holidays and, therefore, not charged to PTO or sick leave reserve.

5. Holidays and Work Schedules

Eligible employees who cannot be excused from their duties on a holiday will be granted another day off during the same or a subsequent workweek for each holiday worked. Scheduling and authorizing of this day off will be the responsibility of the appropriate administrator/supervisor.

Holiday pay shall be paid at an employee's straight-time rate of pay.

Each holiday is equal to eight work hours, for an eligible full-time employee working 40 hours per week. Eligible full-time employees who are scheduled to work 30 or more hours per week will receive holiday pay prorated based on their work schedule.

Ten month employees who work 40 hours per week but are less than 1 FTE should be paid the full 8 hours of holiday pay for holidays that fall within their specified work period, providing they meet all other requirements of holiday pay. Holidays that fall while they are not working will not be paid out.

3. BACKGROUND

1. References: none
2. Revision history: 04/01/2001, 10/14/2009
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 10/14/2009

COCONINO COMMUNITY COLLEGE