

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)
- Spring Break (5)
- Memorial Day (1)
- Independence Day (1)
- Labor Day (1)
- Veteran's Day (1)
- Thanksgiving Day (1)
- Day after Thanksgiving (1)
- Winter Holiday (7)

3. Holidays on the Weekend

Holidays falling on a Saturday will be observed on the preceding scheduled workday. Holidays falling on a Sunday will be observed on the following scheduled workday.

4. Holidays and other Leave Categories

Employees, who are on approved unpaid leaves of absence 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.

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.

For full-time employees (hourly staff (40 hours), FT contracts, FT administrative), each holiday is equal to 8 hours. Employees off contract when a holiday occurs are not paid for the holiday. Full-time employees working less than 40 hours will have their holiday pay pro-rated accordingly. If an employee is not scheduled to work on a holiday, they do not receive the holiday pay. If an employee is scheduled to normally work more than 8 hours and a holiday occurs, he/she will need to use Vacation or Sick time to make up the pay difference or flex their hours during the pay-period to achieve their budgeted hours.

3. BACKGROUND

1. References: none
2. Revision history: 04/01/2001, 10/14/2009, 12/05/2018
3. Legal review: none
4. Sponsor: Human Resources

Adopted by College Council: 10/14/2009, 12/05/2018

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