



## **HOLIDAYS**

### **POLICY**

Full-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for a maximum of 12 paid holidays per fiscal year. Local boards of trustees shall determine the number of paid holidays for those employees eligible to earn annual leave up to a maximum of 12 paid holidays per fiscal year. Permanent part-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for paid holidays on a pro-rata basis.

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### **PROCEDURES**

The following shall be holidays (8 hours per) for the College: July 4; Labor Day; two days at Thanksgiving; three days at Christmas day; New Year's Day; Martin Luther King Day; Good Friday; Memorial Day; and Veteran's Day.

Colleges shall only pay holiday leave to eligible employees who are:

- In pay status through the day on which the holiday is scheduled, or
- On a leave of absence without pay, but were in pay status for half or more of the workdays in the month.

The President, with input from the Cabinet, will propose an annual holiday calendar to be approved by the Board of Trustees and may require employees to take annual leave, special leave granted by the General Assembly, accumulated compensatory leave, or leave without pay during time on days other than holidays when classes are not scheduled to be in session and the College is closed. When a required leave day falls in the same week as a holiday leave day occurring on a Friday, the required leave hours to be taken will be 8 hours.

When holidays fall on workdays where the normal working hours are above 8 hours, all hours above 8 shall be charged to annual leave to equalize holiday benefits.