

# Holidays



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| <b>Policy Number:</b><br>02.024                                                             | <b>Responsible Office:</b><br>Human Resources | <b>Governing Body:</b><br>College Council | <b>Last Review Date:</b><br>12/13/2024 |
| <b>Scope:</b> This policy applies to all college departments, faculty, staff, and students. |                                               |                                           |                                        |

## I. Introduction

### A. Purpose

The purpose of this policy is to endorse and provide employees paid time off to recognize holidays.

## II. Holidays

- A. Full-time and Part-time employees who regularly work 20 hours or more will be paid for the following holidays:

*New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Juneteenth Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve Day; Christmas Day; and the days between Christmas Day and New Year's Day;*

- B. If a holiday falls on a Saturday, it will be recognized on Friday. If the holiday falls on a Sunday, it will be recognized on Monday.
- C. When holidays fall or are celebrated on a regular workday for an eligible employee, a full-time (40 or more hours per week) employee will receive one day (8 hours) of pay at their regular straight-time rate. Employees who work less than 8 hours, will receive the number of hours they would typically work on that workday as holiday pay.
- D. If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day, or the eligible employee will receive an additional vacation day at the option of the College. If an employee is required to work on a holiday (must be approved by the president), the employee shall receive pay that is double their regular straight-time rate for the hours worked.
- E. If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the leave day, or the eligible employee will receive an additional day off at the option of the College.