

1328 Holidays

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: E3.24

The College observes the following days as holidays:

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| 1. New Year's Day | 9. Labor Day |
| 2. Martin Luther King Day | 10. Indigenous People's Day |
| 3. Presidents' Day | 11. Veterans Day |
| 4. Good Friday | 12. Thanksgiving Day |
| 5. Patriots' Day | 13. Day after Thanksgiving |
| 6. Memorial Day | 14. Christmas Eve Day |
| 7. Juneteenth | 15. Christmas Day |
| 8. Independence Day | 16. New Year's Eve Day |

Non-exempt employees working holidays receive time and a half pay. If a holiday falls on a regularly scheduled day off, employees can take another day off within the fiscal year with supervisor approval. The College may at its discretion in any given year designate a holiday as a "floating holiday." Employees working these days receive another day off within the fiscal year, subject to supervisor approval.

If the College designates an additional day off as a "Presidential Days Off," non-exempt employees receive time and a half pay for working. Employees not scheduled to work on a "Presidential Day Off" do not receive another day off.

Employees scheduled to work holidays but unable to due to illness may be required to provide medical documentation.

Holidays are recognized as 24-hour periods, with hours worked within that window considered holiday pay. Employees must work over 4 hours to be eligible for an additional day off.

Part-time employees receive prorated pay for holidays.

Holidays for bargaining unit members are determined by collective bargaining agreements.