HOLIDAYS

The college recognizes the following eight holidays per year:

- New Year's Day
- Memorial Day
- Thanksgiving Day and the Friday following Thanksgiving
- Independence Day
- Labor Day
- Christmas Day
- Floating Holiday (one per fiscal year; 7/1 – 6/30)

HOLIDAY SCHEDULE POLICY AND HOLIDAY PAY

Some employees may be asked to work certain holidays when the college is in session, or for special events. To assist you with holiday planning, the following is the college's policy concerning holidays and holiday pay:

a) Hourly employees who work on holidays will receive holiday pay at their normal rate of pay for hours the employee is normally scheduled to work, in addition they will receive pay for the hours they actually worked on that day OR employees may substitute a different day as a holiday in lieu of receiving holiday pay. In selecting a substituted holiday, employees should select a date in consultation with their supervisor that is consistent with the needs of their workgroup. Holiday pay is not considered in calculating overtime.

b) Salaried employees who are required to work on holidays may substitute a different day as a holiday for the holiday on which they worked. In selecting a substituted holiday, employees should select a date in consultation with their supervisor that is consistent with the needs of their workgroup.

c) For holidays other than Christmas or New Year's, if the holiday falls on a Sunday, the following Monday will be considered the holiday. If the holiday falls on Saturday, the preceding Friday will be considered the holiday.

d) Holidays not taken during the calendar year will be forfeited. Unused Floating Holidays will not be paid out at the time of termination.

e) All regular full-time and part-time employees will receive 8 holidays per year. If a holiday falls during a period when an employee is not scheduled to work, the employee may take another day off during that workweek and receive holiday pay. For example if they normally are not scheduled on Thursdays, and Thanksgiving falls on a Thursday, they can take another day off during that same week for the Thanksgiving holiday. In selecting a substituted holiday, employees should select a date in consultation with their supervisor that is consistent with the needs of their workgroup. Holiday pay is not considered in calculating overtime.

f) Employees must be considered “regular” employees scheduled at least 20 hours per week to qualify for holiday pay. Employees considered temporary or scheduled less than 20 hours per week are not eligible for holiday pay.
g) Christmas and New Year’s holidays will be announced each year by August 1. Christmas and New Year’s holidays vary each year based on the dates in which these holidays fall.