

Holidays

Summary

The college provides eleven paid holidays each year, eight that are fixed and three that are floating holidays. The specific days the college closes for holidays will be communicated campus-wide each year. Except for authorized absences for vacation/floating holiday, bereavement leave or jury/witness duty, employees must be in an active status and work the scheduled workday before and after a holiday in order to receive payment for the holiday. Unscheduled sick time is not an authorized absence. Nonexempt employees who are asked to work on a holiday will be paid at two times their hourly rate for hours worked and will be allowed to reschedule those hours off at an appropriate time in the future. Part-time employees are eligible for holiday pay if the college-designated holiday falls on their scheduled workday.

The eight fixed holidays are:

- New Year's Day
- Memorial Day—last Monday in May
- Juneteenth
- Independence Day
- Thanksgiving Day—fourth Thursday in November
- Friday after Thanksgiving Day
- Christmas Day
- Day after Christmas Day

The college generally closes from Christmas Day through New Year's Day (these days are noted as “additional paid closing days”). The dates for any additional paid closing days are communicated to employees prior to the start of the fiscal year. An employee who is required to work on an additional paid closing day will receive double time for any hours worked on that day. No additional time off is given.

Employees may use floating holidays at their convenience with proper notice and their supervisors' approval. New employees are eligible for two floating holidays during their first fiscal year of employment if they begin working for the college before January 1 and one floating holiday if they begin working after January 1 but before March 1.