

HOLIDAYS

Summary

The college provides up to eleven paid holidays each year, eight that are fixed and up to 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 required to work on a holiday will be paid at three times their hourly rate for hours worked. Part-time employees are eligible for holiday pay if the college-designated holiday falls on their scheduled workday. Employees may not work on a holiday without their supervisor's permission.

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 holidays"). The dates for any additional holidays are communicated to employees prior to the start of the fiscal year. An employee who is required to work on an additional holiday is compensated in the same manner as fixed holidays.

Employees may use floating holidays with proper notice and their supervisor's approval. New employees are eligible for up to three floating holidays during their first fiscal year of employment if they begin working for the college before September 1, two floating holidays if they begin working for the college between September 1 and November 30, and one floating holiday if they begin working after December 1 but before March 1.

Information

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