



Area: Human Resources

Policy Name: Holiday Pay

Policy Statement: The College offers paid holidays to full-time employees to ensure a healthy and productive workforce. The College offers the following paid Holidays:

- Martin Luther King Day
- Last day of Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (includes the day before and after Thanksgiving)
- Christmas – New Year’s Break (includes all workdays between and including Christmas Eve, Christmas Day, New Year’s Day)

Full time employees who have been hired with board approval are eligible for holiday pay.

Observance of floating holidays:

- *Christmas - New Year’s Break - When a holiday falls on a weekend the College will determine if the observed holiday leave occurs prior to or subsequent to the actual holiday date. (Total paid days vary year to year; either 7 or 8 paid days)*
- *Independence Day - the College is on summer schedule*
 - *When the holiday falls on Friday or Saturday the College will close on Thursday, when the holiday falls on Sunday the College will close on Monday.*

Procedures: In order to receive holiday benefits, an employee must be in pay status, working the days before and after the holiday. Vacation or sick leave may also be used to meet the pay status eligibility for the days preceding and following the holiday. Employees on unpaid leave-of-absence shall not receive holiday pay.

Contact: Human Resources Coordinator

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Adopted: July 1, 2009

Updated: September 22, 2014; April 27, 2018; August 8, 2018; March 8, 2022