

**Policy Number:** 02.024

**Policy Title:** Holidays

**Policy Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

**Date of Current Revision or Creation:** September 2014

## **Holidays**

Full-time and Part-time employees will be paid for the following holidays:

New Year's Day  
Martin Luther King, Jr. Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day

The days between Christmas Day and New Year's Day

If a holiday falls on a Saturday, it will be recognized on Friday. If the holiday falls on a Sunday, it will be recognized on Monday.

When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day, or the eligible employee will receive an additional vacation day at the option of the College.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the leave day, or the eligible employee will receive an additional day off at the option of the College.

To receive holiday pay employees must work their last scheduled day before and first scheduled day after the holiday unless absent due to vacation, jury duty or bereavement leave.