

Operational Policy

Policy Name	COLLEGE HOLIDAY POLICY
Policy Number	657
Date Adopted	8/22
Date(s) Revised	

When occurring within the scope of the employee appointment, an exempt employee shall receive the following paid holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- President's Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day immediately following Thanksgiving Day
- Christmas Day

Exempt/Classified employees on less than full-time appointments shall receive holiday pay on a pro-rata basis at a rate proportional to the employee's FTE.

In order to be paid for a holiday the employee must be in pay status on the last scheduled day in the appointment period immediately prior to the holiday; except that, an employee whose appointment ends prior to a holiday shall not receive pay for the holiday.

A holiday that falls on a Saturday or other equivalent day not normally scheduled as a College business day shall be officially observed on the prior Friday or day immediately prior to the Saturday equivalent. A holiday that falls on a Sunday or other equivalent day not normally scheduled as a College business day shall be officially observed on the following Monday or day immediately following the Sunday equivalent.