

The college will be closed on days established as paid holidays.

(A) The following days are paid holidays for full time employees and regularly scheduled part time employees (except instructional) employed on a twelve-month basis, whether those employees are considered exempt or non-exempt:

Independence day.

Labor day.

Thanksgiving.

Christmas.

New Years day.

Martin Luther King day.

President's day (evening classes will meet).

Memorial day.

Veteran's day.

(1) The college is closed on the following days.

Day after Thanksgiving.

Christmas Eve day.

Day after Christmas.

New Years Eve day.

Between Christmas and New Years day.

(B) When the paid holiday falls on Saturday or Sunday, a paid holiday will be designated in the prior or subsequent weeks. Regularly scheduled part-time employees will only be paid for the number of hours they are scheduled to work on a holiday

(C) Because of scheduling requirements, evening class may meet on some holidays. This schedule will be published annually by the registrar. Full-time evening employees will work their regular shift and will also be paid eight hours holiday pay. No compensatory time will be granted in lieu of holiday pay. Other evening employees that are paid on an hourly basis that also work on the holiday will be paid for the hours worked and receive holiday pay at the rate of one and one-half times their

regular rate of pay for the hours actually worked.

(D) If a support staff employee or regularly scheduled part-time employee works on a holiday he will be paid holiday pay as well as pay for the hours actually worked. Hours to be worked must be scheduled and approved in advance by the employee's supervisor.

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Certification

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Date

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