

Procedure 5.4301

Holiday Procedure

The College reserves the right to observe the [approved holidays](#) on days noted on the academic calendar.

All regular full-time employees are eligible for holiday pay, beginning with their first day of employment.

An employee is eligible for a holiday when the employee is:

- in pay status through the holiday, or,
- in pay status for one-half or more of the workdays and holidays in the month when a short leave without pay is involved.

An employee is not eligible for a holiday when:

- the holiday occurs before the beginning date of employment, or
- after the last day of work when an employee separates or goes on extended leave without pay (over half the workdays and holidays in a month).

Exceptions:

- If a holiday falls at the first of a month and the employee begins work on the first available workday, pay is received for the holiday or
- If the holiday falls at the end of the month and the employee is in pay status through the last available workday, pay is received for the holiday.

Holidays occurring during an employee's scheduled annual leave are treated as holidays and are not counted as annual leave days. Holiday hours will not be counted toward the computation of compensatory leave.

For employees required to work on a holiday, it is necessary to schedule holiday compensatory time off before or after the actual holiday. If possible, the time off should be scheduled within thirty days prior to or thirty days after the holiday occurs. Holiday compensatory time will be granted at one and one-half hours for each holiday hour required to work. (Note: Although calculated similarly, holiday compensatory time is separate from regular compensatory time.)

Holidays that fall on a Saturday or Sunday, will usually be observed the preceding Friday or the following Monday.

Employees will record holiday leave on their absence report/timesheets according to their work schedule.

Christmas Break

In previous years, the College has shut down during the Christmas break. The announcement is usually made when the Academic Calendar is published one year

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previous. This is always subject to change, depending on the needs of the College or individual departments.

The Christmas break typically lasts for two weeks and encompasses the official three day Christmas holidays and New Year's Day. Days off during the remainder of Christmas break are not to be considered additional holidays, but are considered as annual leave for staff employees and as built in faculty vacation days

Any employee required to work during the non-official Christmas break will be paid at their normal rate of pay. If an employee is required to work on the official scheduled holidays (three days for Christmas and New Year's Day), see paragraph above regarding employees required to work on scheduled holidays.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

- [Holiday Policy](#)
- [Operational Calendar Planning Policy](#)
- [Instructional Calendar Planning Procedure](#)
- [Curriculum Registration Calendar Procedure](#)

History

Leadership Council Review/Approval Dates: *12/9/22*

Senior Staff Review/Approval Dates: *05/16/2016, 11/3/22*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*