

3354:2-20-60 Holidays

<u>CONTINUING Admin. & S/P</u>	<u>TEMPORARY Admin. & S/P</u>	<u>TENURE-TRACK Faculty</u>	<u>NON-TENURE TRACK Faculty</u>
x <u>Full-time</u>	x <u>Full-time</u>	<u>Full-time</u>	<u>Temporary</u>
x <u>Partial-year</u>	x <u>Partial year</u>		<u>Part-time</u>
x <u>Part-time</u>	x <u>Part-time</u>		
<u>Staff</u>	<u>Staff</u>		
x <u>Full-time</u>	x <u>Full-time</u>		
x <u>Partial-year</u>	x <u>Partial-year</u>		
x <u>Part-time</u>	x <u>Part-time</u>		

(A) Eligible Employees

- (1) Full-time continuing and temporary; partial-year continuing and temporary; and part-time continuing and temporary (in positions of greater than six months and 520 hours of continuous employment) administrators, supervisory/professionals and staff.

(B) Official College HolidaysNew Year's DayMartin Luther King DayPresident's DayMemorial DayFourth of JulyLabor DayVeteran's Day*ThanksgivingDay after ThanksgivingChristmas Day

Floating day — to be announced by the President of the college no later than September 15 for the current year. The floating holiday is to be declared for only the Christmas/New Year period.

* Effective for the 2000-2001 academic year.

(C) Conditions Governing Payment for Holidays

- (1) The holiday is considered to be the 24-hour period starting with the employee's starting time on the calendar day on which the holiday is observed.

(2) When a holiday falls on a Saturday, the Friday before is observed instead. If the holiday falls on a Sunday, the Monday following is observed.

(D) When a Holiday Occurs on a Regularly Scheduled Day Off

(1) If the holiday is observed by the college on a day which an employee would normally be off, he/she shall receive, upon approval by the supervisor, an equivalent period off as near to the holiday as possible.

(E) Payment for Hours Worked on a Holiday

(1) Staff employees eligible to receive holiday pay who are required to work on the holiday will receive the holiday pay plus their regular rate of pay for hours actually worked.

Replaces: 3354:2-20-60

Effective: 04/06/2006

CERTIFIED ELECTRONICALLY

Certification

03/13/2015

Date

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