

Refer to Section B Personnel
Human Resources Unit
Procedure for B24 Holidays



The college recognizes the following holidays: New Year's Day, Martin Luther King Day, 1/2 day Good Friday, Memorial Day, Independence Day, Labor Day, two days at Thanksgiving, and Christmas Day.

PROCEDURE

1. Holiday pay is granted to regular, full-time employees.
2. Part-time employees who are hired on an hourly basis do not receive holiday pay.
3. Temporary employees do not receive holiday pay.
4. When an approved holiday falls while an employee is on vacation, sick leave, or other paid leave, the approved time shall be charged as a paid holiday rather than as vacation, sick leave, or other paid leave.
5. Employees who have **unscheduled** absences the day prior and/or the day after a holiday will be ineligible for both holiday pay and paid leave for those absences.
6. Employees on leave without pay are not paid for holidays that occur during the leave. Employees are not paid for holidays occurring during times they are not working.
7. Essential Employees required to work on holidays, will be allowed to take the paid holiday at a later time, subject to departmental needs and supervisor approval.
8. Employees in designated areas of the college may be required to work on regular holidays when the rest of the campus is closed. This staffing is assigned by the supervisor.
9. Employees may not extend their resignation date to include holiday pay. The last day worked is the date of termination.

EARLY DISMISSALS

Early dismissals are not official holidays. On occasion the college administration may decide to close campus early and allow staff unexpected time off. Early dismissal time off is paid in the following circumstances:

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1. An employee must be at work to be paid for early dismissal time.
 2. Early dismissal time goes only until the end of the employee's regular shift. For example, if the college is closing at noon, those employees who regularly work until 5 would be paid for 4 hours representing the time from 1:00 – 5:00pm. Housekeeping staff whose standard shift ends at 2:00 pm, would receive 2 hours of time.
 3. Essential employees or others who work through the time are not entitled to extra pay for the early dismissal hours. These employees are paid for their work hours only.
 4. Employees out on leave, either sick or vacation, will not have their leave time reduced by early dismissal hours. The full day of leave will be charged.

Approved: _____
Dr. Drake

Date: _____