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|  | POLICY | Motion No. | EXEC 1002-2018 |
| | Holidays and Miscellaneous Time | Effective Date | 4/24/2018 |
| | | Responsible Department | Human Resources |
| | | Reviewed by an attorney | NA |

SCOPE

To define the holidays and miscellaneous time off provided by the College.

POLICY

The College observes and is closed on eleven (11) holidays per year, which will include the following days:

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Year's Day
- Memorial Day
- Four (4) additional holiday observances to be determined based on the academic calendar.

The holiday schedule for each academic year will be announced prior to July 1.

When a holiday herein listed falls on a Sunday, the following Monday will be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday will be deemed to be the holiday in lieu of the day observed.

The College closes for a holiday break from December 24th through January 1st each year, which includes the holidays of Christmas Day and New Year's Day. Full-time employees will be paid for the time between Christmas Eve and New Year's Day, though these days are not counted in the aforementioned holiday observances.

For ten (10) weeks in the summer, the College is closed on Fridays. The normal workweek for full-time employees is Monday through Thursday for nine (9) hours each day. Full-time employees will continue to be paid on a 40-hour per week basis.

| Effective Date | Motion Number | Document Author | Description of Change |
|----------------|----------------|-----------------|--|
| 04/24/2018 | EXEC 1002-2018 | Human Resources | Remove the names of certain holidays, but retain number of days closed, so that the holidays chosen may best fit with the academic calendar. |
| 02/24/2015 | EXEC 1001-2015 | April Renzi | Change policy to indicate the change from Veteran's Day to the Day before Thanksgiving; outline that the College reserves the right to designate alternate days to observe holidays; and to outline when a holiday will be observed when the holiday falls on a weekend. |
| 05/01/2010 | Policy # 214 | | Initial Release. |