

#5.12

HOLIDAYS

PURPOSE: To comply with all Wage and Compensation laws, while maintaining an ethical and equitable work environment.

SCOPE: This Policy applies to full-time employees and “eligible part-time employees” as defined in Policy & Procedure #5.11 (Employee Benefits). The term “employees” includes pastoral, program, or support employees. See Policy & Procedure #5.1 (Employee Classifications).

PROVISIONS:

1. Each full-time employee and eligible part-time employee is authorized to take the following eleven (11) holidays:
 - a. New Year’s Day (January 1)
 - b. Memorial Day (last Monday in May)
 - c. Independence Day (July 4)
 - d. Labor Day (first Monday in September)
 - e. Thanksgiving Day (fourth Thursday in November)
 - f. Friday after Thanksgiving
 - g. Christmas Day (December 25)
 - h. New Year’s Eve Day (December 31)
 - i. 3 personal days
2. Eligible part-time employees receive pay for holidays that fall on a day when they would normally work and for the hours they would normally work on that day.
3. If a holiday falls on a Saturday, it is observed on Friday. If a holiday falls on a Sunday, it is observed on Monday.
4. When a full-time employee’s normal workweek includes either a Saturday or a Sunday and a holiday has been shifted under paragraph 3 to a weekday on which the employee does not work under his or her established workweek, then the employee shall be entitled to an alternate day off to be taken within 30 days. This applies only to New Year’s Day, Independence Day, Christmas Day and New Year’s Eve Day (i.e., to holidays that from year-to-year can shift to different weekdays).
5. When a full-time employee’s normal workweek is other than Monday thru Friday and a holiday falls on a day the employee does not work under his or her established work week, then the employee shall be entitled to an alternate day off to be taken within 30 days.

RESPONSIBILITY: The holiday calendar shall be the responsibility of the Personnel Committee.