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SECTION: Human Resources

POLICY TOPIC: Holidays

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I. Eligible Employees

Full-time regular employees working thirty (30) or more hours per week shall have paid holidays approved by the Board as may occur during their term of employment.

Regular Part-time employees working less than thirty (30) hours per week are paid on a pro-rated basis for the Winter Break, but are not compensated for other holidays.

Temporary, emergency, and student workers are not eligible for holiday pay.

II. Holidays Observed

Except as may be otherwise approved by the Board, the following shall be the College holiday schedule:

1. Martin Luther King Day (One day)
2. President's Day (One day)
3. Spring Holiday (One day)
4. Memorial Day (One day)
5. Independence Day (One day)
6. Labor Day (One day)
7. Thanksgiving Break (Three Days)
8. Winter Break (Ten Days- Inclusive of New Year's Day)