I. Purpose/Introduction/Rationale
The purpose of this procedure is to list the holidays that are officially recognized by the College and to define pay practices.

II. Definition
A. The officially recognized holidays of the College are:
   - Independence Day*
   - Labor Day**
   - Thanksgiving Day
   - Day after Thanksgiving
   - Christmas Eve*
   - Christmas Day
   - New Year's Eve*
   - New Year's Day*
   - Martin Luther King, Jr. (Observance)
   - Memorial Day (Observance)**

*The College will determine the days off if the actual holiday falls on a Saturday or Sunday.
**Labor Day and Memorial Day COULD BE considered floating holidays, depending on whether there are classes or exams scheduled for those days. This will depend on the academic calendar and can change from year to year.

III. Application and Process
A. Holiday Pay will be provided to all full-time and part-time staff who regularly work 1,000 hours or more per year.

B. Non-exempt and hourly staff who work on a holiday will be paid at a premium rate of one and one-half times their base hourly rate for actual hours worked in addition to holiday pay.

C. In cases where a holiday may fall on a Saturday or Sunday and the holiday is officially recognized, a Thursday/Friday and/or Monday/Tuesday holiday pay will be paid for the Thursday/Friday and/or Monday/Tuesday, but not the Saturday and/or Sunday.

D. Full-Time Employees working over a five-day period which includes working Saturday and Sunday (37.5 hours a week or more, with total annual hours of 1,950 or more):
   1. Monday through Friday Holidays
      a. If a holiday falls on a day of the week when an employee is normally not scheduled to work, he/she will be paid straight time for the holiday.
b. If a holiday falls on a day of the week when an employee is scheduled to work and works the holiday, he/she will be paid holiday pay plus time-and-a-half for the hours worked.

2. Saturday and/or Sunday Holidays
   a. If a holiday falls on Saturday and/or Sunday and the holiday is officially recognized on Thursday, Friday, Monday, or Tuesday holiday pay will be paid for the Thursday/Friday and/or Monday/Tuesday, not the Saturday and/or Sunday.
   b. If an employee works on a holiday that falls on a Saturday and/or Sunday and it's officially recognized on a Friday and/or Monday, straight time will be paid for the hours worked on Saturday and/or Sunday.
   c. If an employee works on the officially recognized holiday (Monday/Tuesday and/or Thursday/Friday), holiday pay plus time-and-a-half will be paid for the hours worked.

E. Part-Time Employees (Less than 37 1/2 hours per week but more than 1,000 hours per year):
   1. Monday through Friday Holidays
      a. An employee will not be paid for a holiday if he/she is not regularly scheduled to work the day on which the holiday falls.
   2. Saturday and/or Sunday Holidays
      a. If an employee works on a holiday that falls on Saturday and/or Sunday and officially recognized on Friday and/or Monday, straight time will be paid for the hours worked on Saturday and/or Sunday.
      b. If an employee works on the officially recognized holiday (Monday/Tuesday and/or Thursday/Friday), holiday pay plus time-and-a-half will be paid for the hours worked.
      c. If an employee works on a holiday that falls on a Saturday and/or Sunday that is officially recognized on Thursday/Friday and/or Monday/Tuesday, and he/she is not normally scheduled to work on Thursday/Friday and/or Monday/Tuesday, the employee will not be paid for the holiday.

IV. Related Policies or Applicable Publications
N/A

V. Appendices/Supplemental Materials
N/A

VI. Rationale for Revision
N/A