The College shall designate and observe certain days each year as holidays. All eligible employees will be given a day off with pay for each holiday as provided herein.

A. The Board of Trustees shall approve the schedule of holidays in advance of the upcoming fiscal year.

B. The Human Resources department shall publish the schedule of holidays as soon as reasonably possible after approval by the Board of Trustees. The holiday schedule shall not exceed twelve (12) paid holidays per fiscal year.

C. An eligible employee is a full-time employee who:

1. Is in pay status through the day on which the holiday is scheduled; or
2. On a leave of absence without pay but was in pay status for half or more of the workdays in the month.

D. The College recognizes that some eligible employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the College's regular holiday schedule. In such cases, eligible employees may take other earned leave for those reasons if it does not unduly disrupt the College's business and is approved by the employee's immediate supervisor.

E. The College retains the right to schedule work on a holiday for some or all eligible employees should it become necessary and critical to the College's operation. In such cases, the employee will be given the time-off at another time on an hour-for-hour basis unless the Fair Labor and Standards Act stipulates otherwise.

F. When a holiday falls during a week in which an employee is taking FMLA leave for the entire week, the entire week is counted toward the employee's FMLA entitlement. However, if the employee is also using accrued paid leave during FMLA leave, the employee will not be charged accrued leave on the holiday. If the College closes for an extended holiday lasting a week or more while an employee is taking FMLA leave, the extended holiday does not count against the employee's FMLA leave entitlement.

REFERENCES

Statutory References	None
Regulatory References	1C SBCCC 200.94(a)(d)
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave

POLICY HISTORY

January 1, 2025	Adopted.