HOLIDAYS

POLICY

Official college holidays are as follows:

New Years Day	January 1
Martin Luther Kings Birthday	January 15
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

In addition, the president may declare additional paid holidays, as he/she deems appropriate on an annual basis.

Employees will be entitled to the holiday provided they report to work or are in a leave with pay status for the last regularly scheduled workday preceding and the next regularly scheduled work day immediately following the holiday.

Part-time employees will be entitled to holiday pay in the amount of time they are normally scheduled to work if the holiday falls on a regularly scheduled workday.

Hours actually worked are used in computing overtime pay. If an employee works over forty (40) hours in a given work week, then overtime must be paid at the rate of one and one-half (1 1/2) times the regular hourly rate of pay for all hours worked over forty (40) hours in that work week for non-exempt employees.

Payments for time not worked are excluded from overtime computations. Therefore, payments for holiday leave, annual leave, sick leave, etc. are not considered actual time worked and will not be computed in determining overtime.

Payment for actual time worked on a non-working day (holiday) is computed at the rate of two (2) times the regular pay rate for non-exempt employees.

Authorization for an employee to work on a holiday must be secured prior to the holiday worked from the director of human resources. It is the intent of the college to make such authorization only in rare cases.

Holiday During Leave

A holiday observed by the college while an employee is on a period of annual leave, sick leave or court leave will not be charged as a day of such leave, but to a holiday absence.

Terminations in Conjunction with Holidays

Any employee terminated from the college will be paid through the effective date of termination. After the effective date of termination an employee will not be paid for holidays.

THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.