Holidays

A. The College allows the following paid holidays to full-time administrators:
   1. Memorial Day
   2. Independence Day, unless it falls on a weekend in which case the College will designate a weekday as the holiday.
   3. Labor Day
   4. Thanksgiving Day
   5. Day after Thanksgiving
   6. Christmas Eve Day, Christmas Day, New Year’s Eve Day and New Year’s Day, when they fall on a workday, plus the workdays between Christmas and New Year’s Day. When New Year’s Day falls on a Thursday, the following Friday will be considered a holiday. Christmas holidays will total a minimum of five (5) to a maximum of eight (8) days.

2. If an administrator must work during the Christmas holidays, the equivalent time off will be provided, but must be used no later than June 30 of the same fiscal year.

3. Unless declared otherwise by the President, offices will be closed and employees will not report on all holidays.

4. Part-time benefits-eligible employees shall receive one-half the full-time holiday if the employee is normally scheduled to work on the holiday.