



## COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

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### BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D - Personnel	Compensation and Benefits	DE	08/26/2025

The President of the College shall designate each year, before September 1, the paid holidays to be provided eligible employees during the 12-month period beginning September 1. The holiday schedule shall be consistent with generally accepted practices in other institutions of higher education and shall conform to the requirements of law and to the standards of appropriate accrediting associations.

The holiday schedule shall represent the College's plan, or estimate, of holidays to be provided during a given year, and may be revised by the President in the best interests of the College. Usually, holidays occur when the College is not open for business. Holidays must be taken on the designated dates unless special arrangements serving the interests of the College are approved by the President.

All regular employees of the College are eligible for paid holidays as provided in this policy. Designation as to whether a particular position is "regular" or "temporary" will be made on the position authorization and pay authorization forms. Employees paid from "student wages" accounts are not eligible.

Exceptions to the above provisions, regarding certain categories of personnel, are as follows:

Faculty--Faculty duty days and holidays shall occur between the faculty reporting date each semester (or other assignment period) and the closing date of the semester (or other assignment period). Accordingly, proration of salaries of individual faculty members shall be based on the number of duty days and paid holidays within the particular semester, or other assignment period. Faculty members paid on an hourly rate basis are not eligible for paid holidays.

Physical Plant and Campus Police Personnel--Physical Plant and Campus Police personnel (full-time employees) holidays (except for floating days) will be designated each year, before September 1, by the President or designee in conjunction with the Director, Physical Plant and



the Chief of Police. The floating holidays are not set by the College, but will be scheduled by the employee with the approval of the appropriate supervisor. The needs and desires of both the College and the employee will be considered in granting approval for holiday leave.

Holidays for employees in this category shall be advanced on September 1 of every year. Personnel employed after September 1 will receive a proportionate amount of floating holiday leave for the number of applicable holidays to be worked within the fiscal year. Holidays may not be carried over to the next fiscal year. Upon termination of employment, an individual shall be allowed to use any unused floating holiday time.