

## **HOLIDAY LEAVE**

The College will recognize the following days as paid holiday leave:

1. Good Friday
2. Day before Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Ten (10) days for Winter Break, to include Christmas Day and New Year's Day

All full-time, regular employees are eligible for holiday pay beginning with their first day of employment. Part-time employees are not eligible for holiday pay. If a holiday falls on a non-scheduled workday, the workday preceding or following the holiday will be observed. When approved holidays fall within a paid leave period, no leave will be charged.

Part-time employees who are required to work one of the following holidays will be compensated at one and one-half times their regular, base pay: Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

Full time employees who have selected a ten (10) hour workday will only receive eight (8) hours of holiday pay towards the designated holiday(s). The employee will be required to use Annual Leave in order to receive payment for the entire day off.