

Holidays Policy

The following holidays are recognized during the fiscal year for full-time employees and continuous part-time employees:

- A. New Year's Day
- B. Martin Luther King Jr. Day
- C. Memorial Day
- D. Juneteenth Day
- E. Independence Day
- F. Labor Day
- G. Thanksgiving Day
- H. Christmas Day
- I. The business days between Christmas and New Year's

When a recognized holiday falls on a Thursday, the following Friday shall be recognized as a holiday.

When a recognized holiday falls on a Tuesday, the preceding Monday shall be recognized as a holiday.

When a paid holiday falls on a Saturday, the previous Friday is recognized as a holiday. When a paid holiday falls on a Sunday, the following Monday is recognized as a holiday.

Holidays Procedure

All full-time employees, except full-time faculty, and continuous part-time employees shall receive one (1) day's pay for each holiday observed by the College.

If an individual is scheduled to work on a holiday, pay for that holiday shall be

- A. One (1) day's pay for the holiday plus one day pay (or actual hours worked) for working that day or
- B. The employee may receive straight pay for the holiday and opt to take another paid day off during the week of the holiday, with supervisor approval.

The College President recommends the addition of Juneteenth Day as a recognized holiday at Central Community College.