

HIGHLAND COMMUNITY COLLEGE
CLASSIFIED/ADMINISTRATIVE PERSONNEL POLICY

Page 1 of 1

SUBJECT: Holidays

BOARD OF TRUSTEE APPROVAL: 6/12/91

EFFECTIVE DATE: 7/1/91

BOARD AMENDMENT: 12/11/02

AMENDMENT EFFECTIVE: 12/12/02

BOARD AMENDMENT: 2/27/13

AMENDMENT EFFECTIVE: 2/27/13

BOARD AMENDMENT: 2/25/15

AMENDMENT EFFECTIVE: 2/26/15

The HCC Board of Trustees hereby recognizes the following holidays:

Federally Recognized Holidays

Independence Day when it falls on a regular workday

Labor Day

Thanksgiving Day

Christmas Day

New Year's Day

Martin Luther King, Jr., Day

Memorial Day

Additional Paid Holidays Recognized by HCC

Easter – 2 days (Friday preceding & Monday following Easter Sunday)

Independence Day (if it falls on Saturday, get Friday off; if falls on a Sunday, get Monday off)

Thanksgiving – 4 days (Monday, Tuesday, Wednesday prior to & Friday following Thanksgiving Day)

Christmas Eve

Days between Christmas Day and New Year's Day (Dec. 26 thru Dec. 31)

Eligibility for Holiday Pay:

- a. Full-time employees shall receive regular pay for the holidays listed above provided they are in a pay status the regular workday preceding and the regular workday following the holiday.
- b. An employee who is on leave of absence without pay, and therefore is in a non-pay status for the entire day before a holiday, shall not be eligible to receive payment for such holiday or any other holiday that occurs while the employee is on such leave.
- c. If a holiday occurs while an employee is on approved annual or sick leave, that day is not to be charged as annual or sick leave. The time card, leave request, and leave record must be amended, reducing the amount of annual or sick leave used. All records are to reflect that a holiday was taken.
- d. Part-time Classified Employees shall not receive paid holidays. For the purposes of this policy, part-time Classified Employees include any employee who is paid by the hour and works less than 2080 hours per year.

If a Classified (Hourly) Employee is required to work on a federally recognized holiday (defined above), they will receive double time. If a Classified Employee is required to work on an HCC recognized holiday, they will receive time and one-half. The double time or time and one-half will be credited as special compensatory leave.

Administrative (salaried) are not eligible for overtime compensation or compensatory time off. Therefore, if an administrative staff member is required to work on a holiday, there is no adjustment made in compensation.