

HIGHLAND COMMUNITY COLLEGE  
GENERAL PERSONNEL POLICY

SUBJECT: Veteran's Day

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BOARD OF TRUSTEE APPROVAL: 03/26/2025

EFFECTIVE DATE: 03/27/2025

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Highland Community College desires to recognize the service of our past and present military. One way of doing this is to honor veterans with paid time off for Veterans Day each year.

Employees who are military veterans will be provided paid holiday time off on Veterans Day if the employee would normally be scheduled to work that day.

- a) If the veteran would like the day off, they should make the request of their supervisor at least 2 weeks in advance of Veterans Day.
- b) If Human Resources does not have a record of veteran status, documentation may be requested.

Employees who qualify as veterans will be paid up to 8 hours (or the number of hours scheduled) for Veterans Day and should report their time accordingly in our time management system.