

2017 Paid Holidays

Full-time employees will be paid for the following holidays:

New Year's Day – 1/2/2017

Good Friday – 4/14/17

Memorial Day – 5/29/17

Day before Independence Day – 7/3/17

Independence Day – 7/4/17

Day prior to Thanksgiving Day – 11/22/17

Thanksgiving Day – 11/23/17

Day after Thanksgiving – 11/24/17

Christmas Day-- 12/25/17

Christmas Break -- 12/26-12/29

Employees who are called in to work on a holiday will receive one (1) make-up day off that is mutually agreed upon by the supervisor and the employee.

If a holiday falls within a jury duty or bereavement leave, the employee will be paid for the holiday at the regular straight-time rate.

Part-time employees are eligible for holiday pay when they are normally scheduled to work on that day. The amount of hours paid to the employee would be the normally scheduled hours that they would have worked.

The Human Resources Department is responsible for policy interpretation. Any exceptions to the policy must be reviewed and approved by the Director of Human Resources in conjunction with the Cabinet at the College. Nothing in this policy creates an employment contract, express or implied. All employees are employed at-will and can be terminated at any time without the college having to demonstrate just cause or good reasons for the termination.