



<p><b>CHAPTER 2</b></p> <p>College Personnel – Personnel General</p>	<p><b>SECTION NO.</b></p> <p>2.13</p>
<p><b>REFERENCE</b></p> <p>2.13.16 College Holiday Schedule</p>	<p><i>Adopted: October 12, 2010</i></p> <p><i>Reviewed: September 14, 2010; June 9, 2026</i></p> <p><i>Revised: June 9, 2026</i></p>

The College shall be closed on designated College holidays and such additional days as approved by the Board of Trustees or the President. The College shall observe these holidays by closing administrative offices and suspending normal operations.

Employees shall receive holiday pay in accordance with Board policy 2.13.16.01 Holiday Pay for eligible non-bargaining unit employees, and as stipulated in collective bargaining agreements for those covered by an agreement.

The College Holiday Schedule, specifying working days will be issued by the Office of the President and available on the College’s website prior to the start of each fiscal year (July 1). When a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on a Sunday, the following Monday shall be observed. If the College is closed on the day preceding or following the actual holiday the holiday will be observed on the nearest non-closure weekday.

**Floating Holidays**

Eligible employees will receive three (3) floating holidays’ to be applied to the holiday period in late December, (between the observation of the Christmas holiday and New Year’s holiday). If the College elects to ‘close’ campus during this period, these days would automatically be applied to this period and any eligible, benefited, employee would receive compensated time off during this closure.