

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES HOLIDAYS</b>	Policy 3.2.19
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The College shall designate and observe certain days each year as holidays. All eligible employees will be given a day off with pay for each holiday as stated herein. Full-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for a maximum of 12 paid holidays per fiscal year. Local boards of trustees shall determine the number of paid holidays for those employees eligible to earn annual leave up to a maximum of 12 paid holidays per fiscal year. Part-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for paid holidays on a pro-rata basis.

- A. The President shall cause to be published the schedule of holidays to be observed before July 1st each year for the next fiscal year. A holiday that occurs on a Saturday or Sunday generally will be observed by the College on either the preceding Friday or following Monday. The holiday schedule shall not exceed twelve (12) paid holidays per fiscal year.
- B. An eligible employee is a full-time employee who:
  - 1. Is in pay status through the day on which the holiday is scheduled; or
  - 2. On a leave of absence without pay but was in pay status for half or more of the workdays in the month.
- C. Local community college boards of trustees shall determine when holidays are scheduled on the college calendar and may require employees to take annual leave, special leave granted by the General Assembly, accumulated compensatory leave, or leave without pay during time on days other than holidays when classes are not scheduled to be in session.

New Year's	1 day
Martin Luther King Day	1 day
Good Friday	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Veteran's Day	1 day
Thanksgiving	2 days
Christmas	2 or 3 days

All Full-time College employees shall be entitled to Holiday Leave with pay on Legal Holidays.

- D. In conjunction with the Christmas and New Year's Holidays, (Holidays designated by the State of North Carolina) the HCC Campus will be closed the remaining days,

which are not designated Holidays, between December 25th and January 1st. All employees will be required to use approved leave (compensatory, annual, bonus, or leave without pay) on those days.

- E. The College recognizes that some eligible employees may wish to observe, as periods of worship or commemoration, certain days that are not included in the College's regular holiday schedule. In such cases, eligible employees may take other earned leave for those reasons if it does not unduly disrupt the College's business and is approved by the employee's immediate supervisor.
- F. The College retains the right to schedule work on a holiday for some or all eligible employees should it become necessary and critical to the College's operation. In such cases, the employee will be given the time-off at another time on a hour-for-hour basis unless the Fair Labor and Standards Act stipulates otherwise. For purposes of this Policy, a holiday is a total of eight (8) hours.
- G. In the event the College must establish an alternative operational schedule, an alternative holiday schedule may be developed in keeping with the College's operational needs provided that all employees are given the same number of holidays and the holidays do not exceed twelve (12) days. The alternative holiday schedule must be approved by the President prior to any observed holidays.
- H. When a holiday falls during a week in which an employee is taking FMLA leave for the entire week, the entire week is counted toward the employee's FMLA entitlement. However, if the employee is also using accrued paid leave during FMLA leave, the employee will not be charged accrued leave on the holiday. If the College closes for an extended holiday lasting a week or more while an employee is taking FMLA leave, the extended holiday does not count against the employee's FMLA leave entitlement.

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