

## **Procedure Title: Holiday Pay**

**Impact:** Employees

**Responsibility:** Human Resources and Payroll

**Effective Date:** 12/14/2023

**Last Update:** 12/14/2023

**Relates to Policy(s):** 3.02.25

**Legal Citation(s):**

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### **I. Holiday Date Defined**

The holiday is defined as a single 24-hour period beginning at 12:00 midnight and continuing until the following midnight. When the actual holiday falls on a Saturday, the college observes the holiday on the preceding Friday. If a holiday falls on a Sunday, the college observes the holiday on the following Monday. Actual holidays and holiday observances are documented on the official college calendar.

### **II. Exempt/Overtime Ineligible (Professional) Employees**

Exempt employees who perform work over a holiday do not receive additional compensation. The employee will coordinate with their supervisor to schedule an equivalent amount of time off within the same pay period whenever possible.

### **III. Non-Exempt/Overtime Eligible (Classified) Employees**

If the needs of the college necessitate that a non-exempt employee must work on an observed college holiday, the employee shall be compensated at 1.5 times their normal hourly rate of pay for hours worked in addition to regularly scheduled holiday pay. Non-exempt employees who are called in and required to work on a holiday will be paid a minimum of two hours pay at the regular holiday worked rate or actual time worked, whichever is greater.

Guidelines on holiday time entry are published by Payroll.