

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. It is created in WordPerfect and is in “read-only” format. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

HOLIDAYS

Policy 6.4
09/18/07

A. Policy

Normally, faculty and staff members of the James A. Rhodes State College are not required to work on days observed by the college as paid holidays. However, if it is determined by college administration that failure to work on a holiday would impair the college's service to the public, an individual or individuals may be required to work and their compensation for the holiday worked will be governed by the following guidelines.

B. Policy Guidelines

1. The following legal holidays are recognized by the college and are observed as indicated by the annual official college calendar:

New Year's Day
Martin Luther King Day
Presidents' Day - observed on the first work day after the Christmas Day holiday
Memorial Day
Independence Day
Labor Day
Columbus Day - observed on the day after the Thanksgiving Day Holiday
Veteran's Day
Thanksgiving Day
Christmas Day

2. Holidays which fall on a Saturday are observed on the preceeding Friday; holidays which fall on a Sunday are observed on the following Monday.
3. The College also observes two (2) Holiday Break holidays during the week between the observance of the Christmas Day holidays and the observance of the New Year's Day holiday. These two holidays are scheduled each year by the College.

C. Holiday Pay

1. All eligible faculty and staff members shall be entitled to pay for their regularly scheduled hours of work on a legal holiday or a Holiday Break holiday recognized by the college. An eligible faculty or staff member is defined as an employee who is employed on a regular, annual renewable contract (including grant funded) with at least a 50% FTE. Eligible full-time regular faculty/staff are entitled to eight hours of pay for each holiday that falls within their work schedule. Eligible regular part-time faculty/staff are entitled to holiday pay for that portion of a holiday for which they would normally be scheduled to work.
2. Eligible full-time non-exempt staff members (support staff), who are scheduled for work and work on a holiday, are entitled to pay or compensatory time off for such work at one and one-half times their regular hourly rate of pay in addition to their regular eight hours of holiday pay. Eligible part-time non-exempt staff members (support staff), who are

scheduled for work and work on a holiday, will be paid their regular rate of pay for all hours worked in addition to their regular part-time portion of holiday pay until their total paid hours for the work week total forty hours. Thereafter, all hours worked in excess of forty paid hours during that work week will be paid at one and one-half times their regular hourly rate of pay (normal overtime rate).

D. Holidays During Leave

1. If a holiday occurs during a period of paid sick leave or vacation leave the individual is not charged for sick leave or vacation for that day.
2. Payment is not made for a holiday which occurs during a leave of absence. In addition, leave of absence starting dates and return dates will not be on a holiday.