

Holidays, 2.04
Chapter 2: Personnel

Responsible Office: Human Resources

Applies to: Faculty and Staff

Approved: 11/16/2021

Policy: The College observes thirteen paid holidays per year and provides eligible employees with a holiday benefit as outlined in this policy. Normally, faculty and staff members of the 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 as outlined in Section V Holiday Pay.

Guidelines:**I. Definitions:**

- a. **Eligible Employees:** faculty or staff members who are employed on a regular, annual renewable appointment (including grant funded) with at least a .5 FTE classification.

II. Legal Holidays: The following legal holidays are recognized by the College and are observed as indicated by the annual official college calendar:

- a. New Year's Day
- b. Martin Luther King Day
- c. Presidents' Day - observed on the first work day after the Christmas Day holiday
- d. Memorial Day
- e. Juneteenth Day
- f. Independence Day
- g. Labor Day
- h. Columbus Day - observed on the day after the Thanksgiving Day Holiday
- i. Veteran's Day
- j. Thanksgiving Day
- k. Christmas Day

Legal holidays which fall on a Saturday are observed on the preceding Friday; holidays which fall on a Sunday are observed on the following Monday.

III. Holiday Break Days

The College also observes two (2) Holiday Break days during the week between the observance of the Christmas Day holiday and the observance of the New Year's Day holiday. These two holidays are scheduled each year by the College.

IV. Additional Holiday Observances

The Board of Trustees may approve additional holiday observances primarily between Christmas Day and New Year’s Day and may approve such observances throughout the year as necessary.

V. Holiday Pay

- a. All eligible employees shall be entitled to pay for their regularly scheduled hours of work on a legal holiday, Holiday Break day or additional Board approved holiday observance. Eligible full-time (1.0 FTE) faculty/staff are entitled to eight hours of pay for each holiday that falls within their work schedule. Eligible faculty/staff classified as less than 1.0 FTE are entitled to a portion of holiday pay based on their FTE classification for which they would normally be scheduled to work.
- b. All full-time and part-time non-exempt staff members who are assigned to work and work on a legal holiday, Holiday Break day or additional Board approved holiday observance, are entitled to pay for such work at one and one-half times their regular hourly rate of pay. Eligible staff classified as a .5 FTE or greater will also receive holiday pay based on their FTE classification as defined in Section V.a Holiday Pay.

VI. Holidays During Leave of Absence

- a. 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.

Related Policies or Procedures: N/A

Compliance References:

[Ohio Revised Code: Section 124.19 State holidays – university holidays](#)

History:

	Date:	Reason:
Issued:	11/17/2020	Replaces Holiday Policy 6.4 last revised 9/18/07
Revised:	11/16/2021	Revised to add Juneteenth Holiday
Revised:		

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering 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.