

**Applies to:** Faculty, staff

**Responsible Office**

**Human Resources**

### POLICY STATEMENT

The college observes ten holidays per year and provides eligible employees with a holiday benefit as outlined in this policy.

Observed Holiday	Holiday Benefit Pay Date <sup>1</sup>	Holiday Premium Pay Date
New Years Day	January 1 <sup>1</sup>	January 1
Martin Luther King Day	Third Monday in January	Third Monday in January
Memorial Day	Last Monday in May	Last Monday in May
Independence Day	July 4 <sup>1</sup>	July 4
Labor Day	First Monday in September	First Monday in September
Veterans Day	November 11 <sup>1</sup>	November 11
Thanksgiving Day	Fourth Thursday in November	Fourth Thursday in November
Columbus Day	Fourth Friday in November	Fourth Friday in November
Presidents Day	December 24 <sup>2</sup>	December 24
Christmas Day	December 25 <sup>2</sup>	December 25

1. In the event a **holiday benefit pay** date occurs on a Saturday, the holiday benefit pay will be paid on the preceding Friday. In the event a holiday benefit pay date occurs on a Sunday, the holiday benefit pay will be paid on the following Monday.
2. When December 25 occurs on a Saturday, Presidents Day will be observed on December 23. When December 25 occurs on a Monday, Presidents Day will be observed on December 26. For 2011 only, Christmas Day and Presidents Day will be observed on Monday, December 26 and Tuesday, December 27.

### Purpose of the Policy

To outline the college's observed holidays and eligible employees' holiday benefits.

### Definitions

Term	Definition
Holiday Benefit Pay	Holiday benefit pay is pay received for holidays observed by the College, whether or not the holiday is worked. Holiday benefit pay is calculated at the base rate of pay.
Holiday Premium Pay	Holiday premium pay is additional pay of one and one-half multiplied times the base rate of pay multiplied times the number of hours worked on the holiday (non-exempt employees only). Employees have the option of taking compensatory time. Holiday premium pay (compensation for hours actually worked on a holiday) will be used to offset any amounts earned as overtime during the week in which the holiday premium pay is earned.

### Policy Details

- I. Eligibility
  - A. Employees must be in an active pay status on the regularly scheduled workday immediately preceding the holiday to be eligible for holiday benefit pay.
  - B. Employees do not receive holiday benefit pay during an unpaid leave of absence.
  - C. Starting dates, promotion/transfer dates, termination/retirement dates and return-to-work dates must not be scheduled on a holiday benefit pay date or a **holiday premium pay** date for non-exempt staff.

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- D. Employees are not charged sick leave, parental leave or vacation leave for holidays that occur during a period of sick, parental or vacation leave.
- II. Holiday benefit pay
  - A. At no time will employees receive more than eight hours of holiday benefit pay regardless of schedule.
  - B. Employees whose work schedule is other than Monday through Friday are eligible for holiday benefit pay for the holidays observed on their day off. Employees on flexible schedules may have adjustments made to their schedules during holiday weeks at the discretion of their department.
  - C. Holiday benefit pay for eligible full-time employees is equal to an employee's percentage of appointment multiplied by eight hours.
  - D. Holiday benefit pay for part-time employees will be either the employee's percentage of appointment multiplied times eight hours or the number of hours the employee would normally be scheduled to work on that holiday, whichever is greater.
  - E. Holiday benefit pay applies to temporary employees in the same manner as full-time or part-time regular employees.
  - F. Intermittent employees are not eligible for holiday benefit pay.
- III. Holiday premium pay
  - A. Non-exempt employees who work on a holiday premium pay date will receive holiday premium pay of one and one-half multiplied times the base rate of pay multiplied times the number of hours worked. Employees have the option of electing compensatory time.
  - B. Holiday premium pay will be used to offset any amounts earned as overtime during the week in which the holiday premium pay is earned.
  - C. Non-exempt part time employees will receive holiday premium pay if they work on a holiday premium pay date.
  - D. Non-exempt intermittent employees will receive holiday premium pay if they work on a holiday premium pay date.

## PROCEDURE

For information regarding procedures, contact the Office of Human Resources.

## Responsibilities

Position or Office	Responsibilities
Office of Human Resources	<ol style="list-style-type: none"> <li>1. Determine the holiday calendar;</li> <li>2. Consult with departments/offices on this policy.</li> </ol>

## Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions	Office of Human Resources	740-366-9367	<a href="https://go.cotc.edu/hr">https://go.cotc.edu/hr</a>
Payroll questions	Payroll Office	740-366-9224	<a href="https://go.cotc.edu/accountingofc">https://go.cotc.edu/accountingofc</a>

## History

Issued: 03/19/1996  
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