

NUMBER: 353

SUBJECT: HOLIDAYS WITH PAY – BENEFIT ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011, JANUARY 22, 2018

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353.1 – POLICY

Bridgerland Technical College annually selects designated specific days to be observed as holidays and publishes them in the fiscal year calendar. Benefits-eligible employees are eligible for the paid holidays as marked on the annual fiscal year calendar.

353.2 – PROCEDURES

353.2.1 – Holiday Schedule

The specific dates of holidays for each year will be established by Bridgerland administration. These dates will be communicated to all employees at the start of each fiscal year by posting them on the Web site, or any other reasonable notification means as determined by administration.

Holidays celebrated each year generally include:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Human Rights Day	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Pioneer Day	July 24
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving	Fourth Friday in November
Working day before Christmas	Variable
Christmas Day	December 25
Working day following Christmas	Variable
Working day before New Year's	Variable

In addition to the above days, the College also provides paid days off each year for Spring Break and Fall Break as scheduled by administration and published in the College calendar. These holidays are scheduled annually in conjunction with the schedule of the local school districts in an effort to align these days off with the same days off by the local high schools.

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353.2.2 – Variations in Standard Holiday Schedule

Holidays may be substituted by a decision of the College President.

Bridgerland holidays that occur on Saturday will generally be observed the preceding Friday. Holidays that occur on Sunday will generally be observed the following Monday. If a holiday occurs on an employee's regularly scheduled day off, the employee may observe the holiday by taking off another regular work day, normally during the same work week. This must be scheduled with the Department Head or supervisor. Eligible employees who are required to work on a recognized holiday are entitled to a compensating day off during the same pay period. This must be scheduled with the Department Head or supervisor.

353.2.3 – Holiday Compensation

Full-time, benefits eligible employees will receive their normal compensation for observed holidays (based on an 8-hour day). Benefits eligible employees on less than full-time contracts will receive compensation in proportion to the percentage of their appointment (i.e., 75 percent, etc.). Paid holiday hours will not be counted as hours worked when calculating overtime compensation for non-exempt employees. Overtime will be paid only when the number of hours actually worked exceeds 40 hours per week, in accordance with the FLSA (Fair Labor Standards Act).

353.2.4 – Days of Religious Observance

Bridgerland recognizes the existence of various days of religious observance or obligation. Consistent with nondiscrimination policy and to provide flexibility for personal choice, an employee may request time off for religious observance. If an employee wishes to observe a particular religious holiday, he or she must arrange in advance for time off. If the leave is paid, it will be deducted from annual leave or may be traded for another regularly scheduled official holiday.

353.2.5 – New Hire, Termination, and Leave of Absence Dates in Conjunction with Holidays

A holiday may not be reported as a hire or termination date unless the individual is actually working that day. A leave of absence without pay of three (3) months or longer may not begin immediately following a paid holiday nor end immediately before a paid holiday.