

**3354:1-41-02.3 College holidays procedure.**

- (A) The following days are observed by the College as holidays:
- (1) New Year's Day
  - (2) Martin Luther King Day
  - (3) Memorial Day
  - (4) Independence Day
  - (5) Labor Day
  - (6) Veteran's Day
  - (7) Thanksgiving Day
  - (8) The day after Thanksgiving
  - (9) Christmas Eve
  - (10) Christmas Day
  - (11) New Year's Eve
- (B) If a holiday should fall on a Saturday, the Friday immediately preceding shall be observed as the holiday. If a holiday should fall on Sunday, the Monday immediately succeeding shall be observed as the holiday, except that whenever Christmas Day and New Year's Day fall on a Saturday or Sunday, the College will determine (no later than March 31<sup>st</sup>) when said holidays will be observed.
- (C) Full time employees will receive their regular compensation on any day observed by the College as a holiday.
- (D) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this policy.

Effective date: November 7, 2011

Prior effective date: December 15, 2005

Procedure amplifies: 3354:1-41-02