5.4.9 Institutional Holidays

Last Revised: October 2011

Policy: The Piedmont Community College Board of Trustees approves institutional holidays on an annual basis.

Purpose/Definitions: Full-time and part-time employees with benefits will receive 12 institutional holidays or a prorated amount, if part-time, on an annual basis.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority. The Vice President, Administrative Services has monitoring authority.

Procedure:
To be eligible for a holiday, an employee must be:

- in pay status through the holiday, or,
- in pay status for one-half or more of the workdays and holidays in the month when a short leave without pay is involved.

An employee is not eligible for a holiday when:

- the holiday occurs before the beginning date of employment, or
- after the last day of work when an employee separates or goes on extended leave without pay (over half the workdays and holidays in a month).

An employee who works a schedule that is less than 12 months shall only be eligible for the holidays that occur during the months scheduled to work. An employee who works a schedule less than 5 days will only be eligible for the holidays that occur during the days scheduled to work.

The following are exceptions to the above procedures:

1. If a holiday falls at the first of a month and the employee begins work on the first available workday, the employee receives pay for the holiday; or
2. If a holiday falls at the end of the month and the employee is in pay status through the last available workday, the employee receives pay for the holiday.

Legal Citation: N/A

History: Effective June 24, 1974; Revised October 12, 1988, October 2011