

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: All Employees 415.0000.15

Holidays
Policy Number: 415.0600.08

POLICY

The following holidays are recognized during the fiscal year for full-time classified employees and the President:

- 1) Independence Day
- 2) Labor Day
- 3) Thanksgiving Day
- 4) Christmas Day
- 5) New Year's Day
- 6) Good Friday
- 7) Memorial Day
- 8) The working days between Christmas and New Year's Day

When a recognized holiday falls on a Thursday, the succeeding Friday will be recognized as a holiday. When a recognized holiday falls on a Tuesday, the preceding Monday will be recognized as a holiday.

When a paid holiday falls on a Saturday, the previous Friday is recognized as a holiday. When a paid holiday falls on a Sunday, the following Monday is recognized as a holiday.

At the discretion of the President/or designee, an employee may be required to work on a designated holiday. Contract (exempt) employees required to work on a designated holiday will not be compensated beyond the individual's regular pay. Hourly (non-exempt) employees will be compensated for work performed on a designated holiday as substitute time off or pay at the rate of two times regular rate for actual hours worked.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 2008

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: