

## Procedure IV.4000.G.a, Holidays

### Associated Policy

Policy IV.4000.G, Holidays

### Procedure

Eligible full-time employees will be paid for holidays at their current rate of pay. The specific dates of the holidays are listed in the academic calendar. Approved holidays include:

Labor Day	Spring Break
Thanksgiving Break	Spring Holiday
Winter Break	Memorial Day
Martin Luther King, Jr. Day	Juneteenth National Independence Day
Floating Holiday	Independence Day

When an employee requests to observe a federal or religious holiday, or any other day of their choosing that is not listed as a College holiday, the employee may use their available personal business leave, vacation leave, or floating holiday (8-hour) in order to be paid for this absence.

At the beginning of each fiscal year, all full-time employees will receive one 8-hour floating holiday. The floating holiday will be available at the beginning of each fiscal year and must be taken in the fiscal year it is earned. The floating holiday must be taken in one workday, not to exceed 8 hours, regardless of the employee's schedule for that day. The floating holiday will not be carried over to the next fiscal year or paid upon termination of employment. Taking less than 8 hours for the floating holiday will result in forfeiture of the remaining hours.

Floating holiday hours can only be applied to an employee's regular work schedule. Floating holiday hours cannot be applied to cover overtime or overloads. The floating holiday for full-time faculty must be used within the faculty member's contract period.

Employees hired after May 31 are not eligible to receive the floating holiday for the fiscal year in which they were hired.

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Effective Date	November 29, 2023
Associated Policy	Policy IV.4000.G, Holidays
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness

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Secondary Owner of Vice President, Human Resources  
Policy Associated  
with the Procedure

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