



College Holidays and Other Business Closures

OPERATIONAL POLICY STATEMENT

Yavapai College observes holidays and other paid non-duty days as approved by the College President. In addition, the College may close as a result of inclement weather or other unusual or emergency circumstances.

The College observes the following National holidays and business closings:

- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Spring Break (five (5) consecutive business days)
- Memorial Day (last Monday in May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (annually on November 11)
- The days preceding and following Thanksgiving Day
- Thanksgiving Day (fourth Thursday in November)
- Christmas Day (December 25)
- Eight consecutive business days (Winter Break, excludes National holidays such as Christmas and New Year's which occur during the break)

PROCEDURE

- A. A regular full-time employee scheduled to work a 40 hour week is compensated for 8.0 hours a day for the holidays above or any additional business closures. A regular full-time employee scheduled to work a 30 hour week is compensated for 6.0 hours a day for holidays above or any additional business closures.
- B. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. Observed dates for holidays falling in summer may be adjusted depending on college operations.
- C. Regular full-time employees will be compensated at their normal rate of pay for regular hours if the observed holiday falls on the employee's scheduled work day or during paid sick or vacation time.
- D. Holiday pay will not apply to any employee on unpaid leave or in unpaid status. Regular part time, casual/temporary, and student employees will have the time for observed holidays off without pay. If required to work they will receive straight time pay for hours worked.
- E. Regular full-time, non-exempt employees who are required to work on one of the above

closures will be compensated at the rate of time and ½ or may schedule an alternate day off within the pay period in which the closure occurred.

F. A paid holiday is not considered hours worked for the purpose of calculating overtime pay.

G. The College may close as a result of inclement weather or other unusual or emergency circumstances. Designated employees who are required by management to work during paid closure will be paid in the same manner as employees who are required to work on a holiday.

OPERATIONAL POLICY HISTORY

Formerly 2.3.2, Adopted 1/25/2000

Revised 4/14/2009

Revised 8/15/2011

Renumbered to Policy 2.08 in 10/2014

Revised 1/3/2015

Revised format 1/24/2018

Revised to "Operational" Policy 3/5/2021

Revised 11/2/2021
