

BUSINESS
HOLIDAY LEAVE
CHAPTER 2
POLICY 4.04

Board of Trustees Approval: 03/02/1984
Date of Last Cabinet Review: 10/18/2016
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I. POLICY

Salt Lake Community College provides holiday leave to full-time employees as a benefit of employment and to facilitate an employee's desire to participate in community and civic events.

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I. REFERENCES

- A. SLCC Policy Chapter 2, Section 3.04, Hours of Work/Telephone Coverage
- B. SLCC Policy Chapter 2, Section 5.04, Overtime Pay Policy

II. DEFINITIONS

- A. See personnel definitions procedure.

III. PROCEDURE

- A. Holiday Schedule. Full-time, salaried employees are provided the following paid holidays each year:

<u>Holiday</u>	<u>Date</u>
New Year's Day	January 1
Civil Rights Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Pioneer Day	July 24
Labor Day	First Monday in September
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Three additional holidays	As determined by the President

Human Resources will propose the annual holiday schedule to the President's Cabinet in a five (5) year running calendar. Upon approval of the President, the Human Resources Office will notify employees of the holiday schedule.

- B. Variations.

- 1. If a holiday falls on a Sunday, the following Monday will be observed as a holiday. If a holiday falls on a Saturday, the preceding Friday will be observed as a holiday.

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2. Employees whose normal work week includes Saturday and Sunday will receive another day off if a College holiday falls on their regular day off. Holidays must be taken the same week as the holiday falls, Saturday thru Friday. This must be scheduled in advance with the supervisor.
3. The College recognizes the existence of various days of religious observance or obligation. Consistent with nondiscrimination policy and to provide flexibility for personal choice, an employee may request time off for religious observance. If an employee wishes to observe a particular religious holiday, he/she must arrange in advance for time off. If the leave is paid, it will be deducted from vacation leave. Supervisors are encouraged to make every effort to grant these requests.
4. A holiday may not be reported as a hire or termination date unless the individual is actually working that day.