



4.1.090

Holiday Leave Policy

Date of last board of trustees review: August 13, 2025

The originator of this policy is People and Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

1. Policy

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

2. References

Utah System of Higher Ed. R821 § 3.2.2



4.1.090

Holiday Leave Procedure

Date of last executive cabinet review: May 6, 2025

The originator of this procedure is People and Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

3. Definitions

See [Personnel Definitions](#)

4. Procedures

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

Holiday	Date
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth National Freedom Day	Third Monday in June
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

People and Workplace Culture (PWC) will propose the annual holiday schedule to the president's cabinet in a five-year running calendar. PWC will notify employees of the holiday schedule upon the president's approval.

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.
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 through Friday. This must be

scheduled in advance with the supervisor.

3. The college recognizes there are days of religious observance or obligation not listed in section 4.A. Supervisors are encouraged to make every effort to work with their employees in granting time-off requests for religious observances. Employees taking leave time should use available vacation leave, comp time if applicable, and then leave without pay.
4. A holiday may only be reported as a hire or termination date if the individual is actually working that day.