

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 4
TITLE: HOLIDAYS

Effective date: July 1, 2008

Amended:

Repealed:

SECTION 1. GENERAL

- 1.1 Scope: This policy regards holidays at Pierpont Community & Technical College.
- 1.2 Authority: West Virginia Code §18B-1-6, 2-2-1
- 1.3 Effective Date: July 1, 2008

SECTION 2. GRANTING POWER

- 2.1 The Pierpont Community & Technical College Board of Governors directs that the President of the College shall determine six holidays which will be observed by employees in addition to the six holidays specified in Section 3.1 of this policy.

SECTION 3. NUMBER OF FULL HOLIDAYS

- 3.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King's Birthday. Six additional days determined by the President of the College shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.
- 3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees when communicated through the appropriate state agency.

SECTION 4. HALF HOLIDAYS

- 4.1 As specified in the regulations of the division of personnel for agencies of the executive branch of state government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on a Tuesday, Wednesday, Thursday, or Friday. These half days are in addition to the twelve provided for in Section 3.1.

SECTION 5. SCHEDULES

- 5.1 Holiday schedules are established and used on a fiscal year basis, announced in May for the ensuing fiscal year.

5.2 The President of the College shall submit to the Chancellor by June 30 of each year a list of the holidays to be observed for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.