

AR 7343 Leave – Holidays

References:

BP 7340
Appendix B-1
Previous BP 311, 312

Definitions

Full-time employee - classified as 1.0 FTE and scheduled to work a minimum of 1992 hours per year.

Part-time employee – classified as at least 0.5 FTE but less than 1.0 FTE and scheduled to work a minimum of 996 hours per year.

Part-time hourly – classified as working 15 hours a week or less. Accrued leave will begin the first day of employment.

HOLIDAYS:

There shall be twelve paid holidays annually: New Year's Day, Martin Luther King Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, day before Christmas, Christmas Day, and one floating holiday during the Christmas holiday to be designated by the President.

A. Eligibility

- a. Eligible employees, as described in the Benefits Chart in Appendix B-1, shall earn paid holiday leave.
- b. Eligible part-time employees shall earn paid holiday leave for the hours they are normally scheduled to work on the day of the week on which the holiday falls

B. Scheduling

- a. In the event that essential College operations require that an employee work on a designated paid holiday, a non-exempt employee shall be compensated overtime wages in accordance with BP 7130.
- b. In the event that a designated paid holiday falls during a period of an employee's scheduled paid vacation leave, that holiday shall not be charged against the employee's vacation leaves.

LAST APPROVED: June 2, 2008, May 2, 2016, February 5, 2018, June, 4, 2018, October 1, 2018, November 4, 2019, June 6, 2022, October 30, 2024