Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.9 – Holidays

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	02/25/2013
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

The purpose of this procedure is to outline paid holidays for Board-approved employees and how wages are paid for individuals required to work on a paid holiday.

The Procedure

The following days are observed as paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Six business days during winter recess which typically falls between December 24 and December 31 (announced each year)

If the holiday falls on a day the college is scheduled to be closed, the previous Friday or following Monday will be granted as a holiday at the discretion of the President.

Full-time Board-approved employees must be actively at work or on paid leave the workday immediately preceding and following a holiday in order to receive pay for the holiday. Employees are paid a rate equal to the percent of pay or hours paid the workday immediately preceding the holiday.

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Holiday Pay:

Due to business operations, a supervisor may require some employees to work during a holiday. Every effort should be made to schedule an alternate day off. If this is not possible for an hourly/non-exempt employee and the employee is required to work, he/she will be paid straight time for the holiday plus a rate of one and one-half times their regular rate of pay for hours worked on the holiday.

Veteran's Day:

Employees who are veterans can request time off for Veterans Day, November 11 if the employee would otherwise be required to work on that day. The employee shall provide their supervisor with at least one-month's prior written notice of their intent to take time off for Veteran's Day and also provide a copy of a federal certificate of release or discharge from active duty, or such similar federal document. Employees requesting this as a holiday will be required to use any available paid personal leave or vacation for this day. If paid leave is exhausted, the day can be taken as an unpaid.

Facilities:

In order to provide necessary services to the College and The Hotel, Facilities employees may be scheduled to work a regular shift during a portion of the winter break. This only applies to full-time, board-approved Facilities employees who are pre-scheduled for a full, regular shift. Employees who are called in for full or partial days on an on-call basis for emergencies will be paid according to the Overtime Procedure.

Three days of winter break will be observed as "official" paid holidays (typically December 24, 25 and January 1) and not as scheduled workdays. The remaining winter break days (typically 4 days) will be considered winter break workdays. Facilities employees pre-scheduled to work winter break work days can elect to either:

- Receive holiday pay for the day plus time and one-half for actual hours worked; or
- Work their regular eight-hour shift at straight time and take an alternate paid holiday.

Alternate holidays may be taken between November 1 and June 30 of the same fiscal year and must be taken in full day increments. There is no carryover of alternate holidays. If the employee fails to use their alternate holiday by the end of the fiscal year, it will be forfeited.

Employees scheduled for more than one day can elect a different option for each day. Facilities will notify Payroll prior to winter break of the individuals scheduled to work during winter break and which option they elected for the workdays. The supervisor needs to ensure the employee's timesheet is completed appropriately. Payroll will also monitor timesheets to confirm hours are paid correctly.

The following applies to those pre-scheduled to work and electing holiday pay plus time and one-half for the eight-hour shift:

- Employees who do not report to work for any reason will receive holiday pay only for that day.

- Employees who report to work, but only complete a partial shift will receive time and one-half
- for actual hours worked plus holiday pay.
- Employees may not use paid leave to supplement days or partial days absent in addition to the paid holiday.

The following applies to those electing to be paid straight time and take an alternate paid holiday:

- Employees who, for any reason, do not report to work or only work a partial shift must use their alternate holiday on another date and use vacation or personal leave for the day or hours missed.
- Overtime will only be paid if actual hours worked and holiday hours exceed 40 hours in one week. With supervisor approval, the employee may adjust the work hours later in the week.
- Facilities employees who were not pre-scheduled to work winter break and are called on to fill in or replace someone on an on-call basis will be paid holiday pay plus time and one-half for the hours worked. Only those pre-scheduled can elect an alternate holiday.
- In the fall of each year, Facilities will ask for volunteers to cover the winter break work days. If work days are not covered by volunteers, other employees will rotate to cover work days based upon seniority.

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/15/2017	Mick Starcevich, President	New template
3	05/15/2021	Cabinet	Added MLK Jr. Day
4	10/30/2026	HR Department	Minor clarification