

5.4.9 Institutional Holidays

Last Revised: March 2023

Policy: The Piedmont Community College (PCC) Board of Trustees approves institutional holidays on an annual basis.

Purpose/Definitions:

Purpose

The purpose of this policy is to provide guidelines for the administration of paid holiday leave.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority.

Procedure:

Section 1: Eligibility

- 1.1. Full-time and part-time permanent employees with benefits will receive 12 institutional holidays or a pro-rated amount, if part-time, on an annual basis.
- 1.2. To be eligible for a holiday, an employee must be
 - 1.2.1. in pay status through the holiday, or,
 - 1.2.2. in pay status for one-half or more of the workdays and holidays in the month when a short leave without pay is involved.
- 1.3. An employee is not eligible for a holiday when
 - 1.3.1. the holiday occurs before the beginning date of employment, or

1.3.2. after the last day of work when an employee separates or goes on extended leave without pay (over half the workdays and holidays in a month).

1.4. An employee who works a schedule that is less than 12 months shall only be eligible for the holidays that occur during the months scheduled to work.

1.5. An employee who works a schedule less than five days per week will only be eligible for the holidays that occur during the days scheduled to work.

Section 2: Exceptions

2.1. If a holiday falls at the first of a month and the employee begins work on the first available workday, the employee receives pay for the holiday.

2.2. If a holiday falls at the end of the month and the employee is in pay status through the last available workday, the employee receives pay for the holiday.

Legal Citation: [1C SBCCC 200.94\(d\)](#)

History: Effective June 24, 1974; Revised October 12, 1988, October 2011, October 2021, March 2023