POLICY #3358-3-12
Section: Human Resources
Original Policy: #3358-3-27
Revision Approved: 9/23/26
Approved by: Board of Trustees

HOLIDAYS & ACADEMIC BREAKS

PURPOSE

The purpose of this policy is to identify holidays and academic break days when the College is officially closed and to provide a benefit for eligible employees.

POLICY STATEMENT

A. Edison State Community College observes the following State designated holidays:

1. New Year's Day (January 1)
2. Martin Luther King Day (Third Monday in January)
3. President's Day (Observed December 24)
4. Memorial Day (Last Monday in May)
5. Juneteenth (June 19)
6. Independence Day (July 4)
7. Labor Day (First Monday in September)
8. Columbus Day (Observed on the day after Thanksgiving Day)
9. Veterans Day (November 11)
10. Thanksgiving Day (Fourth Thursday in November)
11. Christmas Day (December 25)

Holidays that fall on a Saturday are observed on the preceding Friday; holidays that fall on a Sunday are observed on the following Monday.

B. The College will observe a ten-business-day Academic Winter Break. The specific dates of the Academic Winter Break will be established annually by the College. The break will include the observance of the following holidays: President's Day (observed on December 24), Christmas Day (December 25), and New Year's Day (January 1).

C. Administrative, professional/technical, and classified staff members, including part-time, will receive one (1) day off during the month of their birthday. Employees are required to give advance notice of the identified day to his or her direct supervisor and obtain the supervisor's approval.

D. Employee Paid Benefit

1. All eligible staff members are entitled to regular pay for the holidays and academic winter break days identified in this policy. Eligible full-time staff members are eligible to eight (8) hours of pay for each holiday or academic winter break day that falls within their work schedule. Eligible part-time staff members are entitled to holiday pay prorated according to their part-time status and academic winter break pay for regularly scheduled hours.
2. If a holiday or winter break closure day occurs during a period of paid sick leave or vacation leave, the individual staff member will not be charged for sick leave or vacation for that day.

Staff members who are on a leave of absence without pay are not entitled to pay for holidays or winter break closure days. In addition, leave of absence starting dates and return dates will not be on a holiday.

PERSONS AFFECTED

All eligible Edison State Community College staff members.

DEFINITIONS

ELIGIBLE EMPLOYEE

Is an individual employee who is employed as a regular administrative, professional/technical, or classified employee (including grant-funded) with at least 50% FTE.