

## Lakeland Community College

POLICY TITLE:	HOLIDAYS
POLICY NO:	3354-2-20-60
ORIGINALLY APPROVED DATE:	03/04/99
REVISED DATE:	12/13/24; 04/06/06
EFFECTIVE DATE:	12/13/24
NEXT REVIEW DATE:	12/2029
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

**A. Eligible Employees**

Full-time continuing and temporary; partial-year continuing and temporary; and part-time continuing and part-time non-continuing staff receiving non-insurance benefits; administrators; supervisory/professionals; and staff.

**B. Official College Holidays**

New Year's Day

Martin Luther King Day

President's Day (observed on the Friday prior to President's Day)

Memorial Day

Juneteenth

Fourth of July

Labor Day

Thanksgiving

Day after Thanksgiving

Christmas Day

Two floating days - to be announced by the President of the College no later than September 15 of the current year. At least one floating holiday is to be declared for only the Christmas/New Year period.

**C. Holidays During the College Closure between Fall and Spring Semesters**

1. The College will schedule a closure between the fall and spring semesters that includes the Christmas Day holiday through the New Year's Day holiday. The actual dates of college closure will be determined when the annual academic calendar is approved.
2. Eligible employees will receive holiday pay for all days of college closure between the fall the spring semesters.

**D. Conditions Governing Payment for Holidays**

1. The holiday is the 24-hour period starting with the employee's starting time on the calendar day on which the holiday is observed.

2. When a holiday falls on a Saturday, the Friday before is observed instead. If the holiday falls on a Sunday, the Monday following is observed.
- E. When a Holiday Occurs on a Regularly Scheduled Day Off  
If the holiday is observed by the college on a day which an employee would normally be off, he/she shall receive, upon approval by the supervisor, an equivalent period off as near to the holiday as possible.
  - F. Payment for Hours Worked on a Holiday  
Staff employees eligible to receive holiday pay who are required to work on the holiday will receive the holiday pay plus their regular rate of pay for hours worked.