

CP – 2.3.4

PAID HOLIDAYS & HOLIDAY LEAVE

Related Board of Trustees Policy: BP 2.3

OPR: Vice President for Administration

Approval: October 30, 2018

Revision:

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The State Board of Community Colleges (SBCC) amended 1C SBCCC 200.94 “Holiday Leave,” effective with Fiscal Year 2019, requiring all institutions that participate in the Teachers and State Employees Retirement System to offer the same number of paid holidays annually. Currently, twelve (12) paid holidays are authorized.

Each institution has the flexibility to choose its own respective paid holiday schedule. For Craven Community College, these holidays are:

Independence Day	Labor Day	Veteran’s Day
Thanksgiving Day	Day after Thanksgiving	Christmas Eve
Christmas Day	Day after Christmas	New Year’s Day
Martin Luther King, Jr. Day	Spring Break day	Memorial Day

The College is closed during the week between Christmas and New Year’s Day. To comply with the SBCC rule, employees are charged annual leave for the days closed that are not paid holidays. The chart below depicts the hours chargeable based on days the holidays fall on for each given year. The chart assumes the academic year work schedule of 8.5 hours Monday through Thursday and 6 hours on Friday. Red dates indicate paid holidays and blue dates indicate those for which annual leave will be charged. At supervisor discretion, accumulated compensatory time may be used in lieu of annual leave.

	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	#
2018	21	22	23	24	25	26	27	28	29	30	31	1						29
2019				23	24	25	26	27	28	29	30	31	1					31.5
2020						23	24	25	26	27	28	29	30	31	1			34
2021						22	23	24	25	26	27	28	29	30	31	1	2	31.5
2022						21	22	23	24	25	26	27	28	29	30	31	1	31.5
2023	22	23	24	25	26	27	28	29	30	31	1	2						31.5
2024				23	24	25	26	27	28	29	30	31	1					31.5
2025						24	25	26	27	28	29	30	31	1	2			31.5

[Return to Table of Contents](#)