

PAID HOLIDAYS & HOLIDAY LEAVE

Related Board of Trustees Policy: BP 2.3

OPR: Vice President for Administration

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PAID HOLIDAYS & HOLIDAY LEAVE

The State Board of Community Colleges (see 1C SBCCC 200.94, “Holiday Leave”) requires 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	December Holidays (4 days)
Martin Luther King, Jr. Day	Spring Break day	Memorial Day

Eligibility

- Full-time Regular and Temporary Employees. Eligible for holiday leave if in “pay status” on the date of the scheduled holiday and for at least one-half of regularly scheduled work hours during the applicable month. Employees approved for Family Medical Leave Act (FMLA) are exempted from the monthly work requirement.
- Part-time Regular Employees. Eligible for *prorated* holiday leave, if in “pay status” on the date of the scheduled holiday and for at least one-half of regularly scheduled work hours during the applicable month. Employees approved for FMLA are exempted from the monthly work requirement.
- Part-time Temporary Employees. *Not* eligible for holiday leave.

December Holiday College Closure

The College is closed for normal operations during the week between Christmas and New Year’s Day. Employees (except Faculty) who are not required to be present for work during this timeframe will use accrued leave, other than sick leave for those days the College is closed and are not paid holidays. Employees approved for FMLA may use sick leave for this purpose.

The chart below depicts leave hours charged with respect to the calendar dates for the Holiday Break. The chart assumes an academic year work schedule of nine hours, Monday through Thursday, and four hours on Friday. Part-time employees are charged *prorated* leave in accordance with the individual’s regular work schedule. Paid holidays are indicated in red, while blue dates are those for which accrued leave will be charged.

	Fri		Mon	Tue	Wed	Thu	Fri		Mon	Tue	Wed	Thu	Fri		#
2024			23	24	25	26	27		30	31	1				31
2025					24	25	26		29	30	31	1	2		26
2026					23	24	25		28	29	30	31	1		26
2027					22	23	24		27	28	29	30	31		26
2028	22		25	26	27	28	29		1	2					26
2029	21		24	25	26	27	28		31	1					26
2030			23	24	25	26	27		30	31	1				31
2031					24	25	26		29	30	31	1	2		26
2032					22	23	24		27	28	29	30	31		26