



TITLE: HOLIDAY POLICY

EFFECTIVE DATE: January 1, 2008

LAST REVISION: October 14, 2009

Policy No. 6.046.1

Policy Statement

Purpose: To set forth Sowela Technical Community College's holiday policy for those employees affected, provide clarification of policy regarding work during holiday periods and to outline the Sowela policy regarding observance of religious holidays not included in the Sowela holiday schedule.

HOLIDAY POLICY

Sowela Technical Community College adopts the provision of R.S. 1:55 which states: "Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed by all of its employees." Accordingly, the System President and each Chancellor shall determine which 14 paid holidays will be established and each publish a Holiday Schedule outlining the 14 paid holidays for the calendar year.

For employees on shift assignments or at work during holiday periods, the Chancellor may adjust work schedules or holiday time to provide necessary services. It is intended that the same number of holidays be granted all eligible employees. If a holiday falls on an employee's day off, it will be necessary to provide a "designated holiday" on another day. Applicable Civil Service rules will be followed for compensating classified employees who are required to work on holidays.

CHANCELLOR DAYS

The College designates 14 official paid holidays annually (calendar year). These designated holidays may or may not correspond with the state holidays proclaimed by the Governor. These holidays are approved by the Office of the Chancellor and disseminated by the Office of Human Resources. The College may have additional campus closures, which are referred to as Chancellor Day's. Civil Service and College rules require employees to be charged either annual, compensatory, or leave without pay.

Employees who have not accrued sufficient alternate holiday time to cover the Chancellor's days (i.e. employees hired after the occurrence of one or more of these holidays and prior to the campus closure) will use annual, compensatory, or leave without pay during the closure period.

OBSERVANCE OF RELIGIOUS HOLIDAYS

As a matter of policy and commitment, Sowela Technical Community College does not discriminate against any person on the basis of religion. Faculty and staff unable to work on a religious holiday not included on the published Holiday Schedule because of his or her religious beliefs are to provide that information to their supervisor or department head/chair well in advance. Annual leave, leave without pay or adjusted work schedules will be approved unless doing so creates an unusual burden upon the employing unit. Additionally, faculty are to excuse any student who is unable, because of his or her religious beliefs, to attend or participate in class work requirements or examinations on religious holidays that fall on scheduled class days provided that a makeup examination of work will not create an unreasonable burden upon the institution. It is the responsibility of the student concerned to anticipate such conflicts well in advance, to provide that information to their instructor, and to make up the work missed according to a schedule agreed upon with the faculty responsible for the class.

Source of Policy: HR
Related Policy: LCTCS

Responsible Administrator: Human Resources
Policy Reference: 6.028
Guideline Reference: NA

Approved by: _____
Chancellor

Date: _____