

TITLE:	HOLIDAYS / CHANCELLOR DAYS		
EFFECTIVE:	<u>01/01/2008</u>		
LAST REVISION:	<u>08/24/2018</u>	Policy No:	<u>6.046.1</u>

1.0 APPLICABILITY

- 1.1 This policy applies to Faculty and Staff employees of SOWELA that are Regular, Unclassified or Classified, with a Full-Time or Part-Time status.
- 1.2 Independent Contractors and employees identified as Temporary are not entitled to paid holidays or pay on the Chancellor Days, unless the days were otherwise worked.

2.0 PURPOSE

- 2.1 This document establishes policy governing holidays observed by SOWELA and other campus closure days, identified as Chancellor Days.

3.0 POLICY / PROCEDURES

3.1 HOLIDAYS

- 3.1.1 SOWELA Technical Community College adopts the provision of RS 1:55, F., as outlined by the Louisiana State Legislature, which states: “Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen legal holidays per calendar year to be observed by all of its employees.” Accordingly, the Chancellor/Appointing Authority shall determine the 14 paid holidays for the College, and the **Schedule of Holidays** should be published on the College’s website each calendar year.
- 3.1.2 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.
- 3.1.3 Per the provision of RS 1:55, F., if the institution does not elect to designate Veterans’ Day as one of the fourteen legal holidays to be observed, an employee, who is a veteran as defined in R.S. 29:251.2, shall be allowed to attend activities or events related to Veterans’ Day with compensation and for no more than four hours, when the designated day for observance by the state is on a regularly scheduled workday.
- 3.1.4 Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by SOWELA, except as provided in this policy.

- 3.1.5 Eligible employees will receive their regular pay for the 14 observed holidays, unless the employee works on a holiday. For employees on shift assignments or at work during holiday periods, the Chancellor may adjust work schedules or holiday time to provide necessary services. Employees required by the Appointing Authority to work on a holiday, shall be entitled to compensatory leave or overtime pay.
- 3.1.6 When an employee takes a leave without pay on the working day immediately preceding AND following an observed holiday, that employee shall not receive compensation for the holiday, unless the holiday is worked by the employee. Likewise, an employee does not receive holiday pay for a holiday which intervenes while the employee is on a leave without pay status.
- 3.1.7 Applicable Civil Service rules will be followed for compensating Classified employees who are required to work on holidays.

3.2 **CHANCELLOR DAYS**

- 3.2.1 In addition to paid holidays, the Chancellor may choose to have additional campus closure days each year, referred to as Chancellor Days. These days are usually aligned with the observed holidays, whereas they precede or follow an observed holiday. The number of Chancellor Days can range from zero to six.
- 3.2.2 Similar to the designated observed holidays, the campuses will be closed on Chancellor Days. Civil Service and College rules require employees to use annual leave, compensatory leave, or leave without pay on campus closures identified as Chancellor Days.
- 3.2.3 Employees ineligible to earn compensatory leave may be paid in accordance with the *Attendance and Leave Policy*.

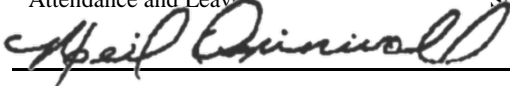
3.3 **RELIGIOUS HOLIDAYS**

- 3.3.1 As a matter of policy and commitment, SOWELA 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 list of observed holidays because of his or her religious beliefs are required to advise their supervisor or division leader at least five business days in advance of the religious holiday.
- 3.3.2 Employees taking leave due to a religious holiday may use annual leave, compensatory leave, or leave without pay. In the event it does not create an unusual burden to the department or division, the supervisor can choose to adjust the employee's work schedule to avoid using leave.
- 3.3.3 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.

4.0 ACTION – POSTING / REPORTING REQUIREMENTS

- 4.1 This policy shall be posted in a manner that assures its availability to all employees.
- 4.2 The holidays and Chancellor Days (if any) for the upcoming year shall be approved by the Appointing Authority and published by July 31, by the Office of Human Resources.

Source of Policy:	The Office of Human Resources	LCTCS Policy Reference:	6.028
Responsible Administrator:	Director of Human Resources – 08/23/18	LCTCS Guideline Reference:	N/A
Related Policy:	Attendance and Leave	State Civil Service Reference:	11.28
Approved by Chancellor:		Date:	8-23-18
