1) **Holiday Schedule.**
   - New Year's day*
   - Martin Luther King day*
   - Memorial day
   - Independence day
   - Labor day*
   - Veterans day*
   - Thanksgiving day, Wednesday before Thanksgiving, and Friday following Thanksgiving*
   - Christmas day, last working day before Christmas and all weekdays between Christmas and New Year’s day*

2) **Holiday Pay and Application.**
   a. Only those holidays during which an employee would normally be scheduled to work are paid holidays. A person holding a contract for a specified number of days may not consider a holiday as one of the contracted days.

   b. Employees under an academic year, summers as needed assignment, will only be eligible for the days marked with an * asterisk if that employee is normally scheduled to work on those days.

3) **Effective Date**
   The effective date of these procedures is determined by the effective date of the Holiday Policy. The holiday schedule aligns with the approved Academic Calendar.

These procedures were developed for implementation by the Vice President of Human Resources.

Any changes to this procedure must be submitted to the Board Secretary for President’s Cabinet review.

This procedure conforms to the policy that has been approved by the Board of Trustees on June 14, 2011, and filed with the State of Ohio Electronic Rule Filing with the policy effective date of **MAY 10, 2012**.

Posted 10-22-13
Supplement to Holiday Schedule Procedures with 2015 and 2016 Dates

1) Holiday Schedule.
   New Year's day and last working day before New Year's day
   • Thursday, December 31, 2015; Friday, January 1, 2016 (Repeated again below) (Return to work, Monday, January 4, 2016)

   Martin Luther King day
   • Monday, January 19, 2015
   • Monday, January 18, 2016

   Memorial day
   • Monday, May 25, 2015
   • Monday, May 30, 2016

   Independence day
   • Friday, July 3, 2015
   • Monday, July 4, 2016

   Labor day
   • Monday, September 7, 2015
   • Monday, September 5, 2016

   Veterans day
   • Wednesday, November 11, 2015
   • Friday, November 11, 2016

   Thanksgiving day, Wednesday before Thanksgiving, and Friday following Thanksgiving
   • November 25, 26, 27, 2015 (Wednesday, Thursday, Friday)
   • November 23, 24, 25, 2016 (Wednesday, Thursday, Friday)

   Christmas day and last working day before Christmas
   All weekdays between Christmas and New Year’s day
   (Note: Regular hours for the last working day before Christmas.)

   2015-2016
   • December 24, 25, 28, 29, 30, 31, 2015 and January 1, 2016 (Return to work, Monday, January 4, 2016)

   2016-2017 ~ Aligns with federal observations/ approved by President Bower 3-16-15
   • December 23, 24, 25, 26, 27, 28, 29, 30, 31, 2016 and January 1, 2, 2017 (Following the Federal observations of Mondays) (Return to work, Tuesday, January 3, 2017)