

OWENS COMMUNITY COLLEGE
PROCEDURES

Holiday Procedures

Board Policy No.: 3358:11-5-34

PROCEDURES:

1) Holiday Schedule.

New Year's day*

Martin Luther King day*

Memorial day

Juneteenth day

Independence day

Labor day*

Veterans day*

Thanksgiving day, Wednesday before Thanksgiving, and Friday following Thanksgiving*

Winter break, last working day before December 25 and all weekdays between December 25 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.

Updated for federal/state holiday – June 19

7-19-21/VP meeting approval