

# Holidays

## The College recognizes the following holidays for continuing employees:

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving and the day after
- Approved annual Christmas work schedule

Any paid holiday falling on a Saturday will normally be observed on the preceding Friday; any holiday falling on a Sunday will normally be observed on the Monday immediately following. You must be present the days immediately before and after authorized holidays (or on pre-approved annual leave, pre-approved personal holiday, or sick leave with a written doctor's excuse presented on the first day of your return to work) to be paid for said holidays. The President of the College may designate additional days as official holidays.

You will be charged three (3) annual leave days during Christmas Break. In your initial year of employment with the College, if you are hired between June 1 through the Christmas Break, you will not be charged three (3) annual leave days.

An annual list of holidays and dates will be published in the *Monday Morning* newsletter.