



2019-2020 Holiday Schedule

Thursday	July 4, 2019	Holiday
Friday	July 5, 2019	Closure Day
Monday	September 2, 2019	Holiday
Thursday	November 28, 2019	Holiday
Friday	November 29, 2019	Holiday
Monday	December 23, 2019	Closure Day*
Tuesday	December 24, 2019	Holiday
Wednesday	December 25, 2019	Holiday
Thursday	December 26, 2019	Closure Day*
Friday	December 27, 2019	Closure Day*
Monday	December 30, 2019	Closure Day*
Tuesday	December 31, 2019	Holiday
Wednesday	January 1, 2020	Holiday

Monday	January 20, 2020	Holiday
Monday	May 25, 2020	Holiday

This holiday schedule is for fiscal year 2019-2020 only and supersedes all holiday schedules previously posted. It is subject to change in future years.

Non-exempt staff who are required to work on a holiday will receive holiday pay for their regularly scheduled hours and will also be paid at time-and-a-half for their actual hours worked. Exempt staff who are required to work on a holiday will receive their regular pay for that day and will be permitted to take an alternate day off subject to normal time off scheduling and approval procedures.

*The College has designated 7/5, 12/23, 12/26, 12/27 and 12/30, as paid closure days (not official holidays). Both non-exempt and exempt staff who are required to work on a closure day will be paid for actual hours worked at their regular straight-time pay rate, plus overtime if applicable, and will be permitted to take an alternate day off subject to normal time off scheduling and approval procedures. Non-exempt staff should use the Pay Code **CLK** when entering hours for closure days in TimeClock Plus.



2020-2021 Holiday Schedule

Friday	July 3, 2020	Holiday
Monday	September 7, 2020	Holiday
Thursday	November 26, 2020	Holiday
Friday	November 27, 2020	Holiday
Thursday	December 24, 2020	Holiday
Friday	December 25, 2020	Holiday
Monday	December 28, 2020	Closure Day*
Tuesday	December 29, 2020	Closure Day*
Wednesday	December 30, 2020	Closure Day*
Thursday	December 31, 2020	Holiday
Friday	January 1, 2021	Holiday

Monday	January 18, 2021	Holiday
Monday	May 31, 2021	Holiday

This holiday schedule is for fiscal year 2020-2021 only and supersedes all holiday schedules previously posted. It is subject to change in future years.

Non-exempt staff who are required to work on a holiday will receive holiday pay for their regularly scheduled hours and will also be paid at time-and-a-half for their actual hours worked. Exempt staff who are required to work on a holiday will receive their regular pay for that day and will be permitted to take an alternate day off subject to normal time off scheduling and approval procedures.

*The College has designated 12/28, 12/29 and 12/30, as paid closure days (not official holidays). Both non-exempt and exempt staff who are required to work on a closure day will be paid for actual hours worked at their regular straight-time pay rate, plus overtime if applicable, and will be permitted to take an alternate day off subject to normal time off scheduling and approval procedures. Non-exempt staff should use the Pay Code CLK when entering hours for closure days in TimeClock Plus.