

Policy Number: 02.024
Policy Type: Employee
Policy Title: Holidays
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Review Cycle: As needed
Who implements: Human Resources
Policy Location: Administrative Policy Library
Governing body: College Council
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Holidays

Purpose: The purpose of this policy is to endorse and provide employees paid time off to recognize holidays.

Scope: This policy applies to all employees of Antioch College.

Full-time and Part-time employees will be paid for the following holidays:

New Year's Day; Martin Luther King, Jr. Day; Memorial Day; Juneteenth Day; Independence Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; Christmas Eve Day; Christmas Day; and the days between Christmas Day and New Year's Day;

If a holiday falls on a Saturday, it will be recognized on Friday. If the holiday falls on a Sunday, it will be recognized on Monday.

When holidays fall or are celebrated on a regular workday, eligible employees will receive one (1) day's pay at their regular straight-time rate. If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the vacation day, or the eligible employee will receive an additional vacation day at the option of the College.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in lieu of the leave day, or the eligible employee will receive an additional day off at the option of the College.

To receive holiday pay employees must work their last scheduled day before and first scheduled day after the holiday unless absent due to vacation, jury duty, or bereavement leave.