



DENMARK TECHNICAL COLLEGE

ADMINISTRATIVE POLICY # 03.30.01.04(2020)

HOLIDAYS

Policy Title: Holidays

Policy Type: Administrative

Policy Number: ADM Policy #03.30.01.04 (2020)

Legal Authority: Sections 59-53-20 and § 53-5-10 of the 1976 Code of Laws of South Carolina, As Amended; Section 19-708 of the S. C. Code of Regulations.

State Board Policy: 8-3-108

Approval Date: June 15, 2020

Responsible Office: Office of Human Resources

Responsible Executive: AVP for Institutional Advancement and Effectiveness

Applies to: Faculty and staff excluding non-eligible employees

POLICY

It is the policy of Denmark Technical College to grant holidays to employees in accordance with the State Human Resources Regulations.

TABLE OF CONTENTS	PAGE NUMBER
Procedures.....	2-3
Definitions	4
Contacts.....	4
Stakeholder(s)	4
Publication	4
Review Schedule.....	4
Related Documents	5
Forms	5

PROCEDURES

I. ELIGIBILITY

All employees in full-time equivalent (FTE) positions¹ and temporary grant employees, if provided through the grant, shall be allowed to observe with pay those legal holidays listed in Section II of this policy.

II. LEGAL HOLIDAYS

New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
George Washington's Birthday/Presidents' Day	Third Monday in February
Confederate Memorial Day	May 10
National Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday Following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Day after Christmas	December 26

III. HOLIDAY OBSERVANCE PROCEDURE

- A. To accommodate the academic calendar, the College may establish a holiday schedule that differs from those observed by other public colleges and state agencies. However, in all cases, the number of holidays observed in a calendar year will be consistent with the number granted to all public colleges and state agencies.
- B. Holidays prescribed in Section II of this policy are to be taken on the prescribed day in the academic calendar for the College. When a holiday falls on a Saturday or Sunday it shall be observed on the preceding Friday or the following Monday, respectively, by employees working a Monday through Friday schedule. Employees in FTE positions who do not work a normal Monday through Friday workweek shall receive no more nor less number of holidays than those employees who work the normal Monday through Friday workweek.
- C. The length of an employee's holiday is computed based on the number of hours in the employee's average workday. To determine the number of hours in a holiday, divide the total number of hours an employee is regularly scheduled to work during a week by five (regardless of the number of days the employee actually reports to work).
- D. When a holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave.

- E. Employees who are on leave without pay shall not be paid or receive holiday compensatory time for holidays falling during this period of leave without pay.
- F. Employees who are on leave without pay the day before a holiday shall not be paid or receive holiday compensatory time for a holiday(s) following the day of leave without pay.

IV. HOLIDAY COMPENSATORY TIME

- A. An employee who is required to work on a holiday by his/her supervisor shall be given holiday compensatory time within one year from the date of the holiday at a time mutually agreed upon by the supervisor and the employee. However, time worked on a legal holiday shall be used in computing total hours worked.
- B. Should an employee be required to work on a holiday, the College shall give the employee who must work advanced notice if possible.
- C. An employee who must work a portion of a holiday due to a shift that begins on one day and ends on another shall be granted holiday compensatory time equal to all hours worked on the holiday.
- D. All nonexempt employees of the College who are not allowed to take holiday compensatory time earned for working on a holiday within the one-year period shall be compensated for the holiday by the College at the straight hourly pay rate of the employee. Exempt employees shall not be paid for unused holiday compensatory time.
- E. All nonexempt employees shall be compensated for all holiday compensatory time upon separation from employment. All nonexempt employees will be paid for unused holiday compensatory time upon separation of employment from State government, movement to a position in another State agency, or upon an employee starting in an exempt position in the current agency. Exempt employees shall not be paid for unused holiday compensatory time upon separation of employment.

V. HOLIDAY COMPENSATORY TIME RECORD

The College shall maintain records for all employees who receive holiday compensatory time. Information contained in the record must include:

1. compensatory time earned and used in terms of hours, and
2. the number of hours per week the employee is normally scheduled to work and the employee's average workday.

DEFINITIONS

There are no definitions associated with this policy.

CONTACTS

The Associate Vice President for Institutional Advancement and Effectiveness officially interprets this policy. Additionally, the Associate Vice President for Institutional Advancement and Effectiveness is responsible for obtaining approval for any revisions as required by Administrative Policy 0.1.100, *Policy Classification and Numbering System* through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Institutional Advancement and Effectiveness.

STAKEHOLDER(S)

College faculty and staff excluding non-eligible employees.

PUBLICATION

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Associate Vice President for Advancement and Effectiveness will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related webpages, in the student handbook, and in the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: June 15, 2022
- Approval by College Cabinet: June 15, 2020
- Revision History: N/A
- Supersedes: N/A

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy.