

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Holidays

DATE: March 1, 1993

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NUMBER: 2.50

Pursuant to Act 567, Act 975, and Act 980 of 1975, classified and administrative staff shall be granted time off to observe the following regularly scheduled legal holidays:

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|---------------------------------|---------------------------------|
| 1. New Year's Day | Jan 1 |
| 2. Lee's/King's Birthday | Jan 19 |
| 3. George Washington's Birthday | 3 rd Monday in Feb |
| 4. Memorial Day | Last Monday in May |
| 5. Independence Day | July 4 |
| 6. Labor Day | 1 st Monday in Sep |
| 7. Veteran's Day | 2 nd Monday in Nov |
| 8. Thanksgiving Day | 4 th Thursday in Nov |
| 9. The Employee's Birthday | Discretionary |
| 10. Christmas Eve | Dec 24 |
| 11. Christmas Day | Dec 25 |

The Governor, by Executive Proclamation, may grant additional days in observance of special events or for other reasons at his/her discretion.

Lee's/King's Birthday (2) and Washington's Birthday (3) will be taken the last two days of Spring Break. Veteran's Day (7) will be taken the Wednesday before Thanksgiving. The other holidays listed above will be taken on the days listed. Employee's birthday is a floating holiday and can be taken at any time (with prior approval) after the date of each employee's birthday as long as it is taken before the end of the calendar year. Holidays cannot be carried forward from one calendar year to the next.

Faculty members will receive all scheduled academic recesses in lieu of holidays.

AUTHENTICATION (Signature):

COPP

President

7/29/2008
(Date)

2.50