



HOLIDAYS

Virginia Wesleyan College generally observes the following holidays annually:

July 4	New Years (3 days)
Labor Day	Friday of Spring Break Week
½ Day Friday of Fall Break	Good Friday
Thanksgiving (2 days)	Commencement Monday
Christmas (4 days)	Memorial Day

Included in these holidays are the following **Federally Recognized** holidays: Christmas Day, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving. Because holidays must be based on the needs of the College as dictated by the academic calendar, VWC Administration reserves the right to alter the observed holidays annually. Employees will be advised of each year's holiday schedule during the summer months preceding the start of the academic year.

Exempt Employees

All regularly scheduled full-time twelve month exempt employees will be given time off to observe the above-mentioned holidays, even if they fall within the Initial Period of Employment. All regularly scheduled full-time nine and ten month exempt employees will be given time off to observe these holidays only when the holiday falls during a time when the employee is usually at work.

Part-time exempt twelve month employees, and full-time or part-time exempt ten month, and nine month employees will be given time off to observe all of the holidays indicated unless a holiday falls on a day an employee in this category would normally be off. In that case the employee will not be given another day off as a holiday.

Hourly Non-exempt and Salaried/Non-Exempt Employees

All regularly scheduled full-time non-exempt employees will be given time off to observe the above VWC holidays **after** the first three months of employment, unless a holiday falls on a day an employee in this category would normally be off. In that case, the

employee will not be given another day off as a holiday, nor will the employee receive pay for that day. Part-time non-exempt employees will be given the federally recognized holidays **if** the holiday falls after the first three months of employment and the employee is scheduled to work.

Regularly scheduled part-time non-exempt nine month employees will be given time off to observe Christmas Day, New Year's Day, Thanksgiving Day, and Good Friday.

Temporary part-time nine and/or twelve month employees will be given no holiday time.

When hourly employees **work** on an observed holiday, the following will apply:

- Regularly scheduled hourly employees will be paid their regular hourly base rate for all hours worked on the federally recognized holiday. In addition they will receive holiday pay equivalent to their regular base hourly rate for any hours worked up to a maximum of 16 hours.
- Non-regularly scheduled hourly employees (on-call/casual employees) who work on Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, will be paid for the hours worked **plus** holiday pay (regular pay) for the same number of (worked) hours up to a maximum of 16 hours.

When salaried non-exempt employees work on an observed holiday they will be paid their regular weekly salary. In addition, they will be given another day off as their holiday. This "holiday" is to be scheduled with the supervisor and, if possible, is to be taken within 30 days following the worked holiday. The additional days given for Christmas (usually 3 days total) and New Years (usually 2 days total) will be determined annually by the Administrative Council.

Because different departments have different scheduling requirements, any additional time off offered by the Administrative Council and/or the College president shall be recognized at the discretion of the director of each department.

If a holiday falls on a weekend, the observed federal holiday will be the VWC holiday.