

GLENVILLE STATE UNIVERSITY POLICIES

PERSONNEL POLICY 15

HOLIDAYS

15.1. General.

1.1. Scope - Policy regarding holidays at Glenville State University.

1.2. Authority - WV Code §§ 2-2-1, §18B-1-6, and WV Higher Education Policy Commission Series 14 effective December 1, 2019.

1.3. Effective Date – June 10, 2020

1.4. Revision of Former Policy -Repeals and replaces Title 131, Series 26 of the Board of Directors of the State University System and Glenville State University Policy 15 – Holidays [2003].

15.2. Granting Power.

2.1. The Board of Governors hereby directs that the president shall determine six (6) floating holidays which will be observed by the employees of Glenville State University in addition to the six (6) holidays specified in Section 3.1 of this policy.

15.3. Number of Holidays.

3.1. The number of full holidays shall be twelve (12), plus additional days for any election day (primary or general) held throughout the State. Specified holidays shall include Martin Luther King’s Birthday, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Six additional days determined by the president of each institution as provided in Section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

3.2. Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees of the University at the President’s discretion. Subject to the provisions of Section 5.1 of this Policy, any such additional legal holiday may be observed at a future date if the President determines the operational needs of the institution require the holiday not be observed on the date proclaimed.

15.4. Half Holidays.

4.1. To provide equity with the Executive Branch of the government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on

Tuesday, Wednesday, Thursday, or Friday. These days will be scheduled at the discretion of the President giving due consideration to operational needs of the University.

15.5. Schedules.

5.1. Holiday schedules are to be established and used on a fiscal year basis.

5.2. The President shall submit the holiday schedule to the Board of Governors by June 30 of each year and will post the schedule in appropriate locations on campus, including, but not limited to, the University's website.