

GLENVILLE STATE COLLEGE POLICIES

PERSONNEL POLICY 15

HOLIDAYS

15.1. General.

1.1. Scope - Rule regarding holidays at Glenville State College.

1.2. Authority - W. Va. Code §§18B-1-6, 2-2-1

1.3. Effective Date - May 14, 2003.

1.4. Repeal of Former Rule -Revises and replaces Title 131, Series 26 of the Board of Directors of the State College System.

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 College 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. Days taken shall include Martin Luther King Day, 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 College only when communicated through the chancellor's office.

15.4. Half Holidays.

4.1. To provide equity with the Executive Branch of 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 College.

15.5. Schedules.

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

5.2. The President shall submit to the Board of Governors by June 30 of each year and shall post on campus a list of the holidays to be observed at the College for the upcoming fiscal year.