

Section: LEAVE
Subject: Holidays
Procedure: HR 3735

I. Institutional Regulations

- A. Regular full-time nonfaculty employees, and 12 Month Counselors and Librarians shall be granted 10 Board-approved holidays (80 hours) per calendar year. 9 Month Counselors and Librarians shall be granted 8 Board-approved holidays (64 hours) per calendar year.
- B. Regular part-time employees in these categories shall be granted a prorated share of the holidays based upon their FTE.
- C. Regular Iowa Employment Solutions @ DMACC (IES) employees shall be eligible for Floating Holidays in lieu of those Board-approved holidays and college closed days occurring during winter break when IES offices are open and they are required to be at work. See HR 3737.

II. Procedure

- A. The Board-approved holidays shall be as follows:
 - 1. New Year's Day (January 1)
 - 2. Martin Luther King's Birthday (3rd Monday in January)
 - 3. Memorial Day (last Monday in May)
 - 4. Independence Day (July 4)
 - 5. Labor Day (1st Monday in September)
 - 6. Thanksgiving Day (4th Thursday in November)
 - 7. Day after Thanksgiving
 - 8. Christmas Day (December 25)
 - 9. 2 working days during winter break as determined by the Board.
- B. The College shall close on Board-approved holidays falling Monday through Friday. Holidays falling on Saturday shall be observed on Friday; those falling on Sunday shall be observed Monday. IES offices and Trail Point may be open when the college is closed.
- C. When a holiday falls during an employee's scheduled Vacation Leave or authorized Sick Leave, the employee shall be considered to be on Holiday Leave.
- D. An employee must be in pay status his/her last regularly scheduled workday before and his/her first regularly scheduled workday after a holiday in order to be eligible to receive Holiday Pay, unless the employee is on unpaid Family and Medical Leave.
- E. 9-Month Counselors and Librarians are considered full-time and shall receive 8 hours for each holiday occurring during Fall and Spring terms. They shall be ineligible for the Memorial Day and Independence Day holidays because they occur outside of Fall and Spring terms.

Nonfaculty employees who work only Fall and Spring terms or some other identifiable period(s) within the fiscal year are considered part-time and shall receive a prorated share of all 10 holidays, even those occurring outside of the work period. However, the Holiday Leave hours shall be spread over the holidays occurring during the work period. For example, a Fall and Spring term employee who is a .667 FTE shall receive a total of 53.36 Holiday Leave hours (.667 X 80 hours), earning 6.67 hours each of the eight holidays occurring during Fall and Spring terms (53.36 ÷ 8).
- F. Employees who work nonstandard schedules such as compressed work weeks (i.e. four 10-hour days) or some other schedule variation shall still receive 8-hour holidays, or the pro-rated share of the holiday if they are part-time, regardless of the length of the regularly scheduled workday on which the holiday falls.
 - 1. If the holiday hours received by an employee are less than the work hours the employee would normally work on that day:
 - a. An exempt employee shall reschedule the excess work to other days in the workweek or take Vacation or Personal Business leave. In this instance, leave may be taken in hour increments.

- b. A nonexempt employee shall either reschedule the excess work hours to other days in the workweek, or elect not to reschedule the excess hours and simply take a short check for the shorter workweek.
2. If the holiday falls on a nonduty day or a duty day that is shorter than the employee's holiday:
 - a. An exempt employee may reduce work time for other days in the workweek so that the week is equivalent to a regularly scheduled workweek.
 - b. A nonexempt employee shall be paid for the additional hours incurred by the holiday. If the employee is full-time, the extra hours shall be included when computing overtime. A supervisor may allow a nonexempt employee to reduce work hours scheduled for other days in the workweek so that the total number of work and holiday hours does not exceed the number of hours regularly scheduled in the workweek.
3. Nonexempt employees shall be required to record each full or prorated holiday on Employee WEB in order to receive their Holiday Pay.

APPROVED:



Executive Director, Human Resources

Date: October 1, 2002

Revised: November 1, 2007
November 1, 2008
November 1, 2009
February 1, 2016
February 21, 2017