



NO. 2200 HOLIDAYS

- 1.0 POLICY STATEMENT. Oklahoma City Community College (OCCC) recognizes the following as OCCC Holidays:
- Martin Luther King Jr. Day
 - Spring Break - Five weekdays at Spring Break
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Break - The Wednesday before Thanksgiving Day, Thanksgiving Day, and the Friday after Thanksgiving Day
 - Winter Break - All weekdays beginning December 24 through January 1
- When an OCCC Holiday falls on a Saturday, the preceding Friday shall be recognized as an OCCC Holiday. When an OCCC Holiday falls on a Sunday, the following Monday shall be recognized as an OCCC Holiday.
- 2.0 ELIGIBILITY FOR HOLIDAY PAY:
- 2.1 To be eligible for Holiday pay, an employee must be in paid status on the employee's last scheduled work day before and the next scheduled work day following the OCCC Holiday.
- 2.2 Regular Full-Time Employees are eligible for Holiday pay of eight (8) hours per OCCC Holiday.
- 2.3 Regular Part-Time Employees are eligible for Holiday pay of four (4) hours per OCCC Holiday.
- 2.4 Temporary Employees are not eligible for Holiday pay.
- 3.0 COORDINATION WITH LEAVE BENEFITS. If an OCCC Holiday falls within a period during which a Regular Full-Time or Part-Time Employee is on approved paid leave, the Regular Full-Time or Part-Time Employee will not be charged leave for the OCCC Holiday. The employee will receive Holiday pay for the OCCC Holiday only if eligible as described in section 2 above.
- 4.0 EMPLOYEES REQUIRED TO WORK ON HOLIDAYS:
- 4.1 Where the conditions of a grant require an employee to work on days otherwise designated as OCCC Holidays, or require the employee to observe a holiday not designated as OCCC Holidays, the grant requirement is controlling. Employees shall not be granted equal time off with pay to compensate them for working on the OCCC Holiday.
- 4.2 Employees (other than those described in section 4.1 above) eligible for Holiday pay who are required to work on an OCCC Holiday will be granted an equal amount of time off with pay on a date mutually agreed upon by the employee and the employee's supervisor within 30 calendar days of the OCCC Holiday, or, if Non-Exempt, Employees eligible for Holiday pay may elect to be paid for both hours worked on the Holiday and Holiday pay.

Revised: November 1, 2020 & November 16, 2020
Revised: November 4, 2021