



NO. 2200 HOLIDAYS

- 1.0 POLICY STATEMENT. Oklahoma City Community College (OCCC) recognizes the following as OCCC Holidays:
- 1.1 Martin Luther King Jr. Day
 - 1.2 President's Day
 - 1.3 Spring Break - Five weekdays at Spring Break
 - 1.4 Memorial Day
 - 1.5 Juneteenth
 - 1.6 Independence Day
 - 1.7 Labor Day
 - 1.8 Veteran's Day
 - 1.9 Thanksgiving Break – From the Monday before Thanksgiving Day to the Friday after Thanksgiving Day
 - 1.10 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. The Holiday schedule may be adjusted upon directive from the President.

- 2.0 DESCRIPTION OF CLOSURE. OCCC offices will be officially closed on these Holidays except where continuous operations must be sustained to avoid conflicts with teaching schedules and service-related functions.
- 3.0 ELIGIBILITY FOR HOLIDAY PAY
- 3.1 To be eligible for Holiday pay, an employee must be in paid status on the employee's last scheduled workday before and the next scheduled workday following the OCCC Holiday.
 - 3.2 Regular Full-Time Employees are eligible for Holiday pay equivalent to the scheduled work hours on the OCCC Holiday.
 - 3.3 Regular Part-Time Employees are eligible for Holiday pay equivalent to half the scheduled work hours on the OCCC Holiday.
 - 3.4 Temporary and Student Employees are not eligible for Holiday pay.
- 4.0 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.
- 5.0 EMPLOYEES REQUIRED TO WORK ON HOLIDAYS
- 5.1 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.

- 5.2 Employees (other than those described in section 3.1 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.

Adopted as Administrative Procedure 2004: January 2, 1991

Revised and Renumbered Effective: July 1, 2007

Revised: November 1, 2020 & November 16, 2020

Revised: November 4, 2021

Revised: March 5, 2024