

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 7– HUMAN RESOURCES SUBSECTION 76 – EMPLOYEE BENEFITS – OTHER

POLICY NUMBER: BP – 7610

COLLEGE HOLIDAYS

1. POLICY REASON/PURPOSE/INTENT

To establish College-observed holidays.

2. DEFINITIONS

N/A

3. POLICY

3.1 The College will be closed in observance of the following holidays:

3.1.1	Independence Day	1 work day	July fourth or nationally observed day
3.1.2	Labor Day	1 work day	First Monday in September
3.1.3	Thanksgiving Holiday	2 work days	Fourth Thursday and the following Friday in November
3.1.4	Christmas Holiday	3 work days	To be determined by the College President in consultation with the President's Council
3.1.5	New Year's Holiday	2 work days	To be determined by the College President in consultation with the President's Council
3.1.6	Easter Holiday	2 work days	To be determined by the College President in consultation with the President's Council
3.1.7	Memorial Day	1 work day	Last Monday in May

3.2 The College President may also declare the College closed as deemed necessary or appropriate.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 08/08/2019

ORIGINAL ADOPTION DATE: 02/13/1975 (item #0826)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 05/18/1989
(item #5243); 11/10/1994 (item #7035); 11/13/2014 (item #11538); 08/08/2019 (item
#12520)

PRIOR POLICY/PROCEDURE NUMBER: 4153

SCHEDULE FOR REVIEW: 2024

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: college holidays