

# 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 a policy on college holidays.

#### 2. DEFINITIONS

N/A

#### 3. POLICY

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

3.1.1	Independence Day	1 work day	July 4 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 President's Council
3.1.5	New Year's Holiday	2 work days	To be determined by the College President in consultation with President's Council
3.1.6	Easter Holiday	2 work days	To be determined by the College President in consultation with 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 due to inclement weather or other reasons as deemed necessary.

#### 4. APPLICABILITY

N/A

**EFFECTIVE DATE:** 11/13/2014

**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)

**PRIOR POLICY/PROCEDURE NUMBER:** 4153

**SCHEDULE FOR REVIEW:** 2019

**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**RESCINDED DATE:** none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