

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. 8

TITLE: HOLIDAYS

SECTION 1. GENERAL

- 1.1 Scope - Rule regarding holidays in the State College System of West Virginia.
- 1.2 Repeal of Former Rule -Repeals and replaces Series 26, effective April 3, 1992.
- 1.3 Replaces Title 131, Series 26
- 1.4 Effective Date: July 1, 2003
- 1.5 Approved by BSC BOG: March 18, 2004
- 1.6 Accepted by New River BOG: March 1, 2005

SECTION 2. GRANTING POWER

- 2.1 The New River Community and Technical College Board of Governors hereby directs that the president shall determine six holidays, which will be observed by the employees of this institution in addition to the six holidays specified in Section 3.1 of this rule.

SECTION 3. NUMBER OF FULL HOLIDAYS

- 3.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King's Birthday. Six additional days determined by the president as provided in section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

- 3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees of New River Community and Technical College only when communicated through the president.

SECTION 4. HALF HOLIDAYS

- 4.1 As specified in the regulations of the division of personnel for agencies of the executive branch of state government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday.

SECTION 5. SCHEDULES

- 5.1 Holiday schedules are to be established and used on a fiscal year basis.
- 5.2 The president shall submit to the Chancellor's Office by June 30 of each year a list of the holidays to be observed for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.