**ADMINISTRATIVE PROCEDURE**

**Southwestern Oregon Community College**

**AP 7342 HOLIDAYS**

The following leave benefits are associated with positions that are designated as Manager, Administrators, Supervisors, Specialists, or Confidential (MASSC) as follows.

Employees who work less than full-time shall be paid for the above listed holidays, pro-rated on the basis of FTE. For example, an employee who works half time (.5 FTE) shall receive the equivalent of four hours pay for a holiday.

Observance of these holidays may occur at times other than actual date of the holiday in order to provide the College with maximum flexibility in determining College closure dates.

New Year's Day Martin Luther King Jr. Day President's Day

Memorial Day Juneteenth Independence Day

Labor Day Veteran’s Day Thanksgiving Day

Friday after Thanksgiving Day Christmas Eve Christmas Day

Floating Holiday (equal to the number of hours the employee was scheduled to work on the floating holiday but not to exceed eight (8) hours and with the approval of the supervisor.)

**Full Time Faculty**

Full-time faculty are covered by a collective bargaining agreement which outlines holidays and

employment matters that are applicable to their assignments.

**Classified**

Classified employees are covered by a collective bargaining agreement which outlines holidays and

employment matters that are applicable to their assignments.

**References:**

ORS 187.010

Adopted by Board of Education:

Procedure # 6.022 November 18, 1985

Revised: October 24, 1988,

Changed to Administrative Procedure January 22, 1996

Reviewed November 28, 2012 (Formerly Admin Policy 6.3.018)

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