



**Cochise College
District Board Policy**

**Category: All Employee Groups
Policy Number: 627
Title: Holidays**

The college shall observe those holidays approved by the governing board on an annual basis.

**Procedure 627.1
Holidays**

The college allows employees the following paid holidays: Martin Luther King Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; Friday after Thanksgiving; and a winter break of a minimum of 10 working days set by the governing board on an annual basis.

The college shall observe holidays that fall on a Sunday on Monday, and holidays that fall on a Saturday on Friday.

To be eligible for a paid holiday, the employee must work his/her last scheduled day before and first scheduled day after the holiday, unless excused by supervisor.

If a holiday falls within an employee's leave period, the college shall not count it as a leave day.

The college shall provide either compensatory time or holiday pay for non-exempt employees required to work on holidays. Exempt employees required to work on a holiday shall be given an equivalent number of hours to be used as paid time off at a time agreed to by the employee's supervisor.