

Clatsop Community College

Code: 4.320
Adopted: 1/26/95

HOLIDAYS - ADMINISTRATIVE, SERVICE/SUPERVISORY, AND CONFIDENTIAL CLASSIFIED STAFF

Paid Holidays

Paid holidays during the twelve-month contract or work period shall include Veterans' Day, Thanksgiving Day plus the following Friday, Christmas Day, New Year's Day, Martin Luther King Day, Independence Day, Labor Day, and Memorial Day, plus an additional day at Christmas and one additional day at New Year's. One additional day is allowed at any time during the year, this day is designated as a "floating day", and may be taken at employee discretion with approval from the direct supervisor.

Employees contracted for or working less than twelve-months will be entitled to receive pay for the paid holidays that fall within the contract period only.

Unpaid Holidays

President's Day is recognized as an unpaid holiday. In addition, the College moves to a four-day work week during the summer months. Therefore, ten (10) consecutive Fridays, commencing July 1, are unpaid days.

END OF POLICY

Legal References:

ORS 187.010
ORS 336.010