Holidays

SCOPE AND APPLICABILITY

The Holiday policy includes all employees (classified and unclassified).

AUTHORITY TO AUTHORIZE/APPROVE

The Northshore Technical Community College Chancellor (or designee) is the Appointing Authority to determine which fourteen holidays the College will designate. In accordance, the Northshore Technical Community College Chancellor (or designee) will submit the College holiday schedule to the President of the Louisiana Community and Technical College System (LCTCS).

GENERAL PROVISIONS

Under the R.S. 1:55 provision, “Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed by all of its employees.” Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by NTCC except as provided in this policy.

Holiday Schedule

Northshore Technical Community College will grant paid holiday time off to all eligible employees on the College approved holidays. The holiday schedule is published annually by the Office of Human Resources and is governed by the calendar year. The holiday schedule is posted on the NTCC Human Resource website.

If an employee is on shift assignment or at work during holiday periods, then the department head may adjust the work schedule or holiday time. Civil Service rules will be followed for compensating classified employees required to report to work on holidays.

The same number of holidays should be granted to all eligible employees. If a holiday falls on an employee’s day off, then it will be necessary to provide a “designated holiday” on another scheduled day.

Eligibility

Eligible employees are those regular full-time or part-time positions. Temporary, seasonal, student, contract, or
adjunct employees will not be paid for holidays.

Scheduled Campus Closures
For periods of scheduled campus closures (Chancellor Closure) not on the holiday schedule (e.g. Lundi Gras), all twelve-month employees are expected to earn and use compensatory leave (comp time) or annual leave. Employees who do not have accrued vacation or compensatory time off to cover scheduled Chancellor Closures must charge the time to leave without pay. However, employees who do not have available leave to cover the Chancellor Closure day should first work directly with their supervisor for special assignments to be used to negate the need for leave without pay.

Some NTCC employees and departments may be required to work during the closure period and must notify their respective supervisor and Dean of Campus Administration to do so. Departments planning to maintain operations during the campus closure period should notify the Office of Human Resources as soon as possible.

LIMITATIONS
Northshore Technical Community College does comply with the provisions of the Equal Employment Opportunity Commission on religious discrimination. Title VII of the Civil Rights Act of 1964 prohibits employer’s discrimination against individuals because of their religion in employment. It requires employers to reasonably accommodate the religious practices of an employee or prospective employee, unless to do so would cause an undue hardship.

Employees unable to work on a religious holiday not included on the Holiday Schedule, due to religious beliefs, are to provide that information to their immediate supervisor or department head/chair in advance. These employees must explain to their supervisor or department head/chair that the holiday observance is due to religious beliefs. The appropriate leave or work-adjusting schedule will be approved unless the approval will cause an unusual burden on the employer.

LCTCS Policy #6.028 Holidays for All Employees
Civil Service Rule 17.10 – Required Annual Leave During Closures

Review Process:

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