HOLIDAYS

Virginia Wesleyan College generally observes the following holidays annually:

- **July 4th**
- **New Years** (3 days total)
- **Labor Day**
- **Friday of Spring Break Week**
- ½ Day **Friday of Fall Break**
- **Good Friday/Easter Monday**
- **Thanksgiving** (2 days)
- **Commencement Monday**
- **Christmas** (4 days total)
- **Memorial Day**

Included in these holidays are the following **Federally Recognized holidays:** Christmas Day, New Year’s Day, Memorial Day, Fourth of July, Labor Day, and Thanksgiving. Because holidays must be based on the needs of the College as dictated by the academic calendar, VWC Administration reserves the right to alter the observed holidays annually. Employees will be advised of each year's holiday schedule during the summer months preceding the start of the academic year.

All regularly scheduled full-time twelve month employees will be given time off to observe the above mentioned holidays even if the holiday falls within the initial three months of employment.

**Exempt Employees**

All regularly scheduled full-time and part-time exempt employees will be given time off to observe the holidays indicated above if the holiday falls during a time when the employee is normally at work.

**Non-exempt Employees**

Full-time non-exempt employees will be given time off to observe the holidays indicated above if the holiday falls during a time the employee is normally at work. Part-time non-exempt 12 month employees will be given the six federally recognized holidays if the holiday falls after the first three months of employment and the employee is regularly scheduled to work that day.

Regularly scheduled part-time non-exempt nine month employees will be given time off to observe Christmas Day, New Year’s Day, Thanksgiving Day, and labor Day, if the holiday falls after the first three months of employment and the employee is regularly scheduled to work that day.

Temporary part-time nine and/or twelve month employees will be
given no holiday time.

When hourly employees work on an observed holiday, the following will apply:

- Regularly scheduled hourly employees will be paid their regular hourly base rate for all hours worked on the federally recognized or Virginia Wesleyan designated holiday. In addition they will receive holiday pay equivalent to their regular base hourly rate for any hours worked up to a maximum of 16 hours.

- Non-regularly scheduled hourly employees (on-call/casual employees) who work on Thanksgiving Day, Christmas Day, New Year's Day, Good Friday/Easter Monday, will be paid for the hours worked plus holiday pay (regular pay) for the same number of (worked) hours up to a maximum of 16 hours.

When salaried non-exempt employees work on an observed holiday they will be paid their regular weekly salary. In addition, they will be given another day off as their holiday. This “holiday” is to be scheduled with the supervisor and, if possible, is to be taken within 30 days following the worked holiday. The additional days given for Christmas (usually 3 days total) and New Years (usually 2 days total) will be determined annually by the Administrative Council.

Because different departments have different scheduling requirements, any additional time off offered by the Administrative Council and/or the College president shall be recognized at the discretion of the director of each department.

If a holiday falls on a weekend, the observed federal holiday will be the VWC holiday.