

OWENS COMMUNITY COLLEGE  
PROCEDURES

**Holiday Procedures**

**Board Policy No.: 3358:11-5-34**

**PROCEDURES: (See the next page for the supplement with 2018 and 2019 Dates on Page 2)**

**1) Holiday Schedule.**

New Year's day\*

Martin Luther King day\*

Memorial day

Independence day

Labor day\*

Veterans day\*

Thanksgiving day, Wednesday before Thanksgiving, and Friday following Thanksgiving\*

Christmas day, last working day before Christmas and all weekdays between Christmas and New Year's day\*

**2) Holiday Pay and Application.**

a. Only those holidays during which an employee would normally be scheduled to work are paid holidays. A person holding a contract for a specified number of days may not consider a holiday as one of the contracted days.

b. Employees under an academic year, summers as needed assignment, will only be eligible for the days marked with an \* asterisk if that employee is normally scheduled to work on those days.

**3) Effective Date**

The effective date of these procedures is determined by the effective date of the Holiday Policy. The holiday schedule aligns with the approved Academic Calendar.

Any recommended changes to this procedure must be submitted to the Board Secretary.

This procedure conforms to the policy that has been approved by the Board of Trustees on June 14, 2011, and filed with the State of Ohio Electronic Rule Filing with the policy effective date of MAY 10, 2012.

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**Supplement to Holiday Schedule Procedures with 2018 and 2019 Dates**

1) **Holiday Schedule.**

**New Year's day and last working day before New Year's day**

- Monday, January 1, 2018 (*Return to work, Tuesday, January 2, 2018*)
- Tuesday, January 1, 2019 (*Return to work, Wednesday, January 2, 2019*)
- Wednesday, January 1, 2020 (*Return to work, Thursday, January 2, 2020*)

**Martin Luther King day**

- Monday, January 15, 2018
- Monday, January 21, 2019

**Memorial day**

- Monday, May 28, 2018
- Monday, May 27, 2019

**Independence day**

- Wednesday, July 4, 2018
- Thursday, July 4, 2019

**Labor day**

- Monday, September 3, 2018
- Monday, September 2, 2017

**Veterans day**

- Monday, November 12, 2018 (*Following the federal observation/approved by Vice Presidents 11-7-16*)
  - *Note: The College is closed on Sunday, November 11, 2018 (Legal Holiday)*
- Monday, November 11, 2019

**Thanksgiving day, Wednesday before Thanksgiving, and Friday following Thanksgiving**

- November 21, 22, 23, 2018 (Wednesday, Thursday, Friday)
- November 27, 28, 29, 2019 (Wednesday, Thursday, Friday)

**Christmas day and last working day before Christmas**

**All weekdays between Christmas and New Year's day**

*(Note: Regular hours for the last working day before Christmas.)*

• **2018**

Mon., Tues., Weds., Thurs., Fri., Sat., Sun and Mon., Tues.

- December **24, 25**, 26, 27, 28, 29, 30, **31**, 2018 and January **1**, 2019 (*Return to work, Wednesday, January 2, 2019*)

• **2019**

Tues., Weds., Thurs., Fri., Sat., Sun and Mon., Tues. and Weds.

- December **24, 25**, 26, 27, 28, 29, 30, **31**, 2019 and January **1**, 2020 (*Return to work, Thursday, January 2, 2020*)