

OWENS COMMUNITY COLLEGE
PROCEDURES

Holiday Procedures

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

PROCEDURES: (See the next page for the supplement with 2018, 2019 and 2020 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, 2019 and 2020 Dates

1) **Holiday Schedule.**

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

- Tuesday, January 1, 2019 (*Return to work, Wednesday, January 2, 2019*)
- Wednesday, January 1, 2020 (*Return to work, Thursday, January 2, 2020*)
- Friday, January 1, 2021 (*Return to work, Monday, January 4, 2021*)

Martin Luther King day

- Monday, January 21, 2019
- Monday, January 20, 2020

Memorial day

- Monday, May 27, 2019
- Monday, May 25, 2020

Independence day

- Thursday, July 4, 2019
- Saturday, July 4, 2020 (*Federal observation is Friday, July 3, 2020; The College is closed on Saturday, July 4, 2020 for the Legal Holiday*)

Labor day

- Monday, September 3, 2018
- Monday, September 2, 2019
- Monday, September 7, 2020

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
- Wednesday, November 11, 2020

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)
- November 25, 26, 27, 2020 (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*)

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- 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*)

- 2020

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

- December **24, 25**, 26, 27, 28, 29, 30, **31**, 2020 and January **1**, 2021 (*Return to work, Monday, January 4, 2021*)