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***HOLIDAY SCHEDULE***

*Employees required to work on a holiday due to the business needs of the College will be allowed to substitute another day off within the same pay period.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Holiday*** | ***Date*** | ***Day*** | ***Month*** |
| *Independence Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Labor Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Thanksgiving Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Day after Thanksgiving* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Christmas Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *New Year’s Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Good Friday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Memorial Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *College Holiday* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
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|  | | | |
| ***Additional Days of Celebration*** | ***Date*** | ***Day*** | ***Month*** |
| *Mountain Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Martin Luther King, Jr. Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |
| *Academic & Labor Exploration Day* | *(Insert date)* | *(Insert Day)* | *(Insert Month)* |

*On the three days listed above, classes are cancelled; however, the College is not closed.*

*Employees are encouraged to participate in celebration day events and may do so during work time with supervisory approval.*

*Those choosing not to participate are expected to work as usual or to return to work if their participation only takes them away for part of a day.*

https://www.schedulesbox.com/