

## **Procedures for Scheduled Paid Holidays and Scheduled Paid Vacation Days**

The following procedures have been established to facilitate the implementation of Policy 2.22, Scheduled Paid Holidays and Scheduled Paid Vacation Days.

Scheduled paid holidays and scheduled paid vacation days are approved by the Board of Trustees and are in addition to a full-time employee's regular earned vacation. MCCC recognizes scheduled paid holidays and scheduled paid vacation days for administrators as delineated in Policy 2.22. Each full-time administrator shall be eligible for holiday/scheduled paid vacation days if the holiday falls within the employee's designated contract/workweek.

Scheduled paid holiday and/or scheduled paid vacation day pay will not be paid if:

1. The employee has been on the payroll for less than 31 calendar days when the scheduled paid holiday and/or scheduled paid vacation period begins.
2. The employee is on lay-off (unpaid) status.
3. The employee is on an unpaid leave of absence when the holiday occurs.

To be paid for scheduled paid holidays and/or scheduled paid vacation days, the employee must be in paid status (employed) on the last regular work day before and the first regular work day following the scheduled paid holiday and/or scheduled paid vacation day. Employees are deemed to be in paid status when receiving regular pay or are on an approved paid leave (i.e., sick day, vacation day, bereavement, sabbatical leave).

In the event a scheduled paid holiday and/or scheduled paid vacation day falls within the employee's approved paid leave, the holiday or scheduled paid vacation day will not be charged against the employee's vacation and/or sick bank.