

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2360**

**SUBJECT:** Holidays

**REFERENCE:** West Virginia Code §2-2-1. Legal Holidays; Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 14, *Holidays*

**ORIGINATION:** January 31, 2003

**EFFECTIVE:** January 12, 2018

**REVIEWED:** September 2017

**SECTION 1. PURPOSE**

1.1 The purpose of this policy is to determine holidays that will be observed by the employees of Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy is limited in scope and applicable to the employees of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. POLICY**

4.1 It is the policy of Southern West Virginia Community and Technical College to afford its employees appropriate opportunities for holiday observances in accordance with West Virginia Council for Community and Technical College Education requirements.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 Full Holidays – In accordance with the West Virginia Council for Community and Technical College Education requirements, the number of holidays shall be twelve, plus additional days for any statewide, primary or general election.

6.1.1 Designated Holidays – Six designated holidays — New Year’s Day, Martin Luther King, Jr.’s Birthday, Independence Day, Labor Day, Thanksgiving Day and Christmas Day — shall be observed by the employees of Southern West Virginia Community and Technical College in accordance with

the West Virginia Council for Community and Technical College Education requirements.

6.1.2 Alternate Schedule Holidays – Six holidays — Lincoln’s Birthday, President’s Day, Memorial Day, West Virginia Day, Columbus Day, and Veterans’ Day — may be scheduled by the President on alternate dates from the date on which the holiday occurs.

6.2 Elections Holidays – Any scheduled work day on which a general, primary or special election is held is a holiday and shall be considered an alternate schedule holiday by the institution. Elections held on days the College is closed will not be designated as a holiday.

6.3 Additional Holidays Proclaimed by a Duly Constituted Authority – All holidays proclaimed by the President of the United States, the Governor of the State of West Virginia or other duly constituted authority shall be observed by the employees of Southern West Virginia Community and Technical College. However, the President may designate alternative dates that such additional holidays are to be observed if the operational needs of the institution require such an adjustment.

6.4 Half-Holidays – One-half day preceding Christmas or New Year’s Day shall be designated and observed as a holiday by the employees of Southern West Virginia Community and Technical College when either such holiday falls on a Tuesday, Wednesday, Thursday, or Friday.

6.5 Reporting and Publication – The President shall submit a holiday schedule to the Chancellor prior to June 30 of each year. The President shall post a list of holidays to be observed in the upcoming fiscal year at appropriate campus locations and shall cause further publication of the holiday schedule as is deemed appropriate.

**SECTION 7. RESPONSIBILITIES**

7.1 The President shall cause the terms of this policy to be observed.

**SECTION 8. CANCELLATION**

8.1 None.

**SECTION 9. REVIEW STATEMENT**

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

---

**Board of Governors Chair** **Date**

---

**President** **Date**

**Attachments:** None.

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** March 2008 - Revisions reflect no substantial changes in procedure or documentation requirements. Revisions reflect change in governance to Community and Technical College System. Policy was reformatted.

July 2012 - One revision was made to clarify that election days will be observed as holidays when they fall on a regularly scheduled workday. Elections held on days the College is closed will not be designated as a holiday.

September 2017 - This policy was reviewed with no recommended revisions.