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M E M O R A N D U M

TO: Beverly McDonald, Chair, Classified Staff Council

FROM: Pamela L. Alderman, Ed.D., MSN, RN, President

A handwritten signature in black ink that reads 'Dr. Pamela L. Alderman'.

DATE: November 1, 2022

SUBJECT: Approval of Holiday Calendar for FY 2023-2024

I have reviewed and approve the Southern West Virginia Community and Technical College Holiday Schedule for fiscal year 2023-2024 as recommended by the Classified Staff Council. The schedule meets the provisions of Title 135, Procedural Rule, Series 14, *Holidays*, of the West Virginia Council for Community and Technical College Education, Southern's academic calendar and four-day work schedule, the State of West Virginia's Holiday Schedule, and the West Virginia State Code. The 2023-2024 Holiday Schedule will be distributed to all Southern employees accordingly.

West Virginia State Code and Procedural Rule, Series 14, require that state employees take six holidays on the days designated. These specific holidays are Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King, Jr. Day. Additionally, six additional days determined by the president or governing board shall be taken. The number of full holidays shall be twelve, plus additional days for any statewide, primary, or general election.

As recommended by the Classified Staff Council, all employees will be required to use an annual leave day on Monday, December 18, 2023. This will allow employees a two-week break for Christmas. There are no classes during this period, therefore, this would not affect the academic schedule for students. Following the holiday break, the College will reopen on Tuesday, January 2, 2024, at normal business hours.

If the Governor should grant state employees additional days off during the Thanksgiving and/or Christmas holidays, we will take these days during Spring Break 2024, and if the Governor should grant a Juneteenth holiday in 2024, it will be observed on Thursday, June 27, 2024.

Should you have any questions or concerns, please contact my office.

Attachment: 2023-2024 Holiday Calendar

cc: Dr. Sarah Armstrong Tucker, Chancellor
Ms. Patricia Humphries, Vice Chancellor for Human Resources
Dr. Lisa Haddox-Heston, Chair, Southern Board of Governors



Southern West Virginia Community and Technical College
Holiday Schedule - Fiscal Year 2023-2024
July 1, 2023 - June 30, 2024

Dr. Pamela L. Alderman

11/07/2022

Tuesday, July 4, 2023	* Independence Day
Monday, September 4, 2023	* Labor Day
Thursday, November 23, 2023	* Thanksgiving Day
Tuesday, December 19, 2023	Alternate (In lieu of Columbus Day)
Wednesday, December 20, 2023	Alternate (In lieu of Veteran's Day)
Thursday, December 21, 2023	Alternate (In lieu of Lincoln's Day)
Monday, December 25, 2023	* Christmas Day
Tuesday, December 26, 2023	Alternate (In lieu of President's Day)
Wednesday, December 27, 2023	Alternate (In lieu of Primary Election Day)
Thursday, December 28, 2023	Alternate (In lieu of West Virginia Day)
Monday, January 1, 2024	* New Year's Day
Monday, January 15, 2024	* Martin Luther King, Jr. Day
Monday, May 27, 2024	Alternate (Memorial Day)

*As designated by West Virginia Code §2-2-1; West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 14, *Holidays*, 2.1 and 3.1; and Southern College Policy, *SCP-2360, Holidays*, Section 6.

For the purpose of taking into consideration Southern's academic calendar, holidays indicated as "Alternate" are in lieu of the Year 2023 Columbus Day, Veteran's Day, and Lincoln's Day, and Year 2024 President's Day, Primary Election Day, Memorial Day, and West Virginia Day.

If the Governor declares additional holidays during the Thanksgiving and/or Christmas holidays, the Classified Staff Council suggests observing these days during Spring Break 2024. If the Governors declares a Juneteenth holiday in 2024, the Classified Staff Council recommends observing this day on Thursday, June 27, 2024.