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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

DATE: May 4, 2022

Dr. Pamela L. Alderman

SUBJECT: Approved of Holiday Calendar for FY 2022-2023

I have reviewed and approve the Southern West Virginia Community and Technical College Holiday Schedule for fiscal year 2022-2023 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. Please distribute the 2022-2023 Holiday Schedule 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.

In fiscal year 2022-2023, both Christmas and New Year's Day fall on a Sunday which requires us to take these holidays on a different day. Therefore, Southern employees will observe Christmas Day on Monday, December 26, 2022, and New Year's Day on Monday, January 2, 2023.

As recommended by the Classified Staff Council, all employees will be required to use an annual leave day on Monday, December 19, 2022. 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. The College will be closed Monday, December 19, 2022 through Monday, January 2, 2023, for the Christmas and New Year's holidays. Following the holiday break, the College will reopen on Tuesday, January 3, 2023, 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. Should you have any questions or concerns, please contact my office.

Attachment: 2022-2023 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 2022-2023
July 1, 2022 - June 30, 2023

Monday, July 4, 2022	* Independence Day
Monday, September 5, 2022	* Labor Day
Thursday, November 24, 2022	* Thanksgiving Day
Tuesday, December 20, 2022	Alternate (In lieu of Veteran's Day)
Wednesday, December 21, 2022	Alternate (In lieu of WV Day)
Thursday, December 22, 2022	Alternate (In lieu of Lincoln's Day)
Monday, December 26, 2022	* Christmas Day
Tuesday, December 27, 2022	Alternate (In lieu of President's Day)
Wednesday, December 28, 2022	Alternate (In lieu of Columbus Day)
Thursday, December 29, 2022	Alternate (In lieu of General Election Day)
Monday, January 2, 2023	* New Year's Day
Monday, January 16, 2023	* Martin Luther King, Jr. Day
Monday, May 29, 2023	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 2022 Columbus Day, Veteran's Day, General Election Day, and Year 2023 President's Day, Lincoln's Day, Memorial Day, and West Virginia Day.

If any additional holidays are declared by the President of the United States, the Governor of the State of West Virginia, or the West Virginia Legislature during the 2022-2023 fiscal year, the Classified Staff Council suggests moving those days to the week of Spring Break in 2023.