

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

**SUBJECT:** Holidays

**REFERENCE:** West Virginia Code §18B-1-6, 18B1-3(h)(2), Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 14, Holidays

**ORINATION:** January 31, 2003

**EFFECTIVE:**

**REVIEWED:** June 7, 2021

**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 The President shall determine six holidays which will be observed by the employees of Southern West Virginia Community and Technical College in addition to the six holidays specified in Section 6.2.

- 6.2 The number of full holidays shall be twelve, plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Martin Luther King's Birthday. Six additional days determined by the President as provided in Section 6.1 shall also be taken. If a specific holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

**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.

**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.

Holiday schedules are to be established and used on a fiscal year.

**Reporting and Publication** – The President shall post a list of holidays to be observed in the upcoming fiscal year and shall assure that the list is posted in at appropriate locations on all campuses and sites including, but not limited to, the institution's website.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

- 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

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**Board of Governors Chair**

**Date**

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**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.

June 2021 - Revisions reflect changes in the general provisions of the policy to match changes in Series 14 Holidays.