Paid Holidays

The College recognizes specific paid holidays each year as approved by the President. Employees in the following categories are eligible to receive holiday pay:

- Exempt employees who are classified as regular Full-time employees.
- Nonexempt (hourly) employees who are classified as regular Full-time employees.
- Faculty (12 month and 9 month)

WATC reoccurring holidays are as follows:

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year’s Day
- Memorial Day

In addition to the WATC reoccurring holidays, the College may observe additional break days annually (Fall, Winter, and Spring) as identified for each fiscal year by the President.

Should a holiday fall on a Saturday, the holiday will be observed on the Friday prior to the holiday. Should a holiday fall on a Sunday, the holiday will be observed on the Monday following the holiday.

The following conditions apply to WATC’s holiday pay policy:

- Holiday pay will not be considered as time worked for the purpose of overtime calculations.
- Holiday pay is computed at individual employee’s base rate of pay.
• If a Fulltime non-exempt employee works on a holiday, he or she will be paid for hours worked at the employee’s regular rate of pay plus eight (8) hours of holiday pay.
• Holidays will not be paid to employees on any type of unpaid leave.
• If an observed holiday falls on a fulltime employees regular day off, the employee will be paid 8 hours of holiday pay. Work schedules will need to be adjusted during the remainder of the work week to prevent total pay over 40 hours.
• Fulltime employees scheduled 10 hour shifts will be paid 10 hours of holiday benefit pay if the holiday falls on a day they would normally work.
• Holidays falling within PTO/approved time off will be recorded as holiday pay.
• Employee must be an active employee the day prior and day following holiday(s) to be paid for the holiday(s).
• Fulltime WATC employees working at other businesses in the community (for the Employer Services division):
  • If the work location does accommodate a WATC paid holiday, the employee is off work and will record the holiday on their timesheet.
  • If the work location does not accommodate a WATC holiday, the employee works and will record regular hours worked. The employee may take the paid holiday at a later date (within the next two pay periods), with the day to be agreed upon by the employee and their supervisor.

Time off without pay or the use of PTO may be granted to employees who desire to observe a religious holiday which is not recognized by WATC, provided it does not cause undue hardship for the College.