2-64 Holiday Policy

<table>
<thead>
<tr>
<th>Category</th>
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<tbody>
<tr>
<td>Holiday Policy</td>
<td>LC Approved: 9/28/2012</td>
<td>Effective Date: 10/1/2012</td>
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<td>Revised: 09/17/12</td>
<td>Responsible Party: Executive Director, Human Resources</td>
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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
- Martin Luther King 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 prior to 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 benefit eligible, 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.
• Holidays falling within an approved scheduled PTO will be recorded as holiday pay.

Time off without pay 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.