2-64 Holiday Policy

<table>
<thead>
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<th>LC Approved: 2/21/14</th>
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<td>Effective Date: 2/21/14</td>
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<td>Revised: 02/21/2014</td>
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<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
- 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 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/approved time off will be recorded as holiday pay.
• Employee must be actively employed the day prior and day following holiday(s) to be paid for the holiday(s).

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.