

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.4.4**

<b>Title: Benefits—Holiday Leave</b>	
Originated by: Vice President of Business Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on: 6/2/2011	Revised on: 7/1/2011

**Policy Statement:** Manhattan Area Technical College offers paid holidays to full-time 12-month employees to ensure a healthy, productive workforce. Faculty members represented by the MATC Faculty Association are awarded paid holidays according to the negotiated agreement.

**Rationale:** Faculty and staff are critical to the success of the institution. Employees are awarded holiday leave in order to observe national holidays.

**Procedure:** Manhattan Area Technical College offers the following paid holidays each year:

1. New Year's Day
2. Martin Luther King's Birthday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. The Friday after Thanksgiving
8. Winter Break

1. Eligibility for Holiday Pay:

- a. Part-time employees shall not receive paid holidays. For the purposes of this policy, part-time employees include any professional or classified employee that works less than 12 months or 2080 hours per year.
- b. In order to receive holiday benefits, an employee must be in pay status, working the days before and after the holiday. Vacation or medical leave can also be

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used to meet the pay status eligibility for the days preceding and following the holiday. Employees on unpaid leave-of-absence shall not receive holiday pay.

2. Payment of Holiday Pay:
  - a. Full-time employees (exempt and non-exempt) who do not work on an observed College holiday will be paid for regularly scheduled hours that the employee would have been scheduled to work.
  - b. Part-time employees will not be paid Holiday pay under any circumstance.
3. Observance: If a holiday falls on a Saturday it shall normally be observed on the preceding Friday; if it falls on a Sunday, it shall normally be observed on the following Monday.