


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 414.1</b>		
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	<b>Last Revision Date:</b>	09-18-06	
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<b>Section:</b>	Personnel	<b>Subject:</b>	Official Holidays

## PURPOSE

To describe the process by which holidays are determined and observed by full-time College employees.

## PROCEDURE

1. The Calendar Committee annually recommends, through the Executive Committee, official holidays to the President. The President determines and announces the official College Calendar prior to the beginning of each fiscal year.
  - 1.1 Four day per week employees will observe a minimum of 10 holidays per fiscal year.
  - 1.2 Five day per week employees will observe a minimum of 15 holidays per fiscal year.
2. Employees will observe holidays as designated in the official College Calendar. Employees who are contracted and/or have a service obligation of less than 12 months per year will observe only those holidays within their contract or service period.
3. Holidays Worked
  - 3.1 An official holiday will be considered as a day worked for the purpose of computing overtime under the Fair Labor Standards Act.
  - 3.2 When a classified employee is directed to work on an official holiday, the employee is entitled to overtime compensation for the hours worked in addition to straight time or the employee may observe the holiday on another day as described in Procedure 415.8.