

West Virginia Northern Community College

HOLIDAYS

Effective Date: June 24, 2004

Date Approved by WVNCC Board of Governors: June 24, 2004

Authority Reference: WV Code 18B-1-6; HEPC Title 133, Series 14, "Holidays"
(www.hepc.wvnet.edu)

Replaces previous policy dated:

Rule: The West Virginia Northern Community College Board of Governors delegates to the President of the College the responsibility for determining six holidays which will be observed by the employees of the College. These holidays are in addition to the six holidays specified by the West Virginia Council for Community and Technical College Education, Series 14: Independence Day, Labor Day, Thanksgiving Day, Christmas, New Year's Day, and Martin Luther King's Birthday. These holidays are also in addition to days for statewide, primary or general election and proclamations of additional legal holidays by the president of the United States, governor, or other duly constituted authority.

The President of the College may determine that any such additional legal holidays shall be observed at a future date, if operational needs of the institution require the holiday not be observed on the date proclaimed. Specifically, the holiday schedule and academic calendar are expected to be consistent; that is, holidays will not be scheduled on days in which classes are in session.

Holiday schedules are to be established and used on a fiscal year basis. The President will submit for information purposes to the Board of Governors and the Chancellor by June 30 of each year a list of the holidays to be observed for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.