

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5225

TITLE: HOLIDAY WORK SCHEDULES

BASED ON POLICY: 5.22 WORK SCHEDULES

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

I. Purpose:

To set forth the guidelines to be followed when the services of full-time 12-month employees are needed on established College holidays

II. Procedure:

- A. The president or a vice president shall authorize, on an individual basis, the routine scheduling of full-time 12-month employees on established College holidays.
- B. It is to be understood that security must be provided 24 hours per day, every day, regardless of recognized holidays. College facilities that are in operation during holiday time periods must also be staffed. Emergencies will also require work on holidays by appropriate personnel.
- C. When possible, full-time 12-month employees not normally scheduled to work College holidays shall be notified at least 30 days in advance when they are to be scheduled to work on a College holiday.
- D. Employees working on a holiday shall be granted time off with pay for the hours worked at a time agreed upon in advance by the employee and supervisor. This "substitute" holiday time shall be scheduled as close to the actual holiday as possible, either before or after. If the time off cannot be agreed upon between the supervisor and employee, the director, human resources shall set the substitute holiday period.
- E. Hours worked during a holiday period shall be substituted for a one-for-one basis.
- F. The substitute holiday time must be granted and taken within 60 days of the time worked. If the time off cannot be scheduled within 60 days of the

College holidays, overtime compensable employees shall be paid for hours worked at 1.5 times the regular hourly rate.

G. Part-time staff may also be required to work during holiday periods. Although part-time staff are not entitled to holiday leave with pay, the College wishes to be sensitive to its employees' personal needs. Therefore, every effort will be made to provide some holiday time off for those employees requesting it in advance.

HISTORY: Last Revised: 10/6/20

Adopted: 12/19/89

Reviewed: -

Revised: 2/6/02, 6/1/05, 10/6/20