




Memorandum

To: Staff Members
From: Scott J. Dalrymple, President 
Re: **2022** Holiday Schedule
Date: December 1, 2021

The College recognizes the following holidays during **2022**:

New Year's Day Observance	Monday, January 3
President's Day	Monday, February 21
Memorial Day	Monday, May 30
Juneteenth Day Observance	Monday, June 20
Independence Day	Monday, July 4
Thanksgiving Holiday	Wednesday-Friday, November 23-25
Winter Holiday	Monday-Friday, December 26-30

Holiday Policy: Full-time regular hourly staff required to work on a College-declared holiday will receive 8 hours of premium holiday pay. Part-time regular hourly staff required to work on a College-declared holiday will receive pro rata premium holiday pay. Temporary, casual, or seasonal employees are not eligible for holiday premium pay. Hours actually worked are subject to regular and/or overtime pay as defined by the College's work week. Salaried employees required to work on declared College holidays are entitled to arrange in advance with their supervisor to have an equivalent amount of time off during the same pay period.

During the 2022 fall semester, there will be a fall break for students on Monday, October 10. This is not a recognized holiday for staff. Should you wish to take it off, please coordinate with your supervisor and take it as a float, personal or vacation day.

Float Days: The College provides each full-time, regular campus staff member with three float days per calendar year, under the following conditions.

- Use of Float days must be approved in advance by the supervisor.
- Use in at least 1 hour increments
- Float Days cannot be carried over to another calendar year, nor are they compensable upon termination of employment.
- Employees hired on or before April 30 are eligible for 3 Float days during 2022.
- Employees hired from May 1 – July 31 are eligible for 2 Float days during 2022.
- Employees hired from August 1 to October 31 are eligible for 1 Float day during 2022.
- Employees hired after November 1 are not eligible for float days in 2022
- All Float days are to be taken prior to the end of the calendar year (before December 31, 2022).

Thank you for your continued dedicated service to the College and best wishes in the new year.