

Section: Holidays and Recesses

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Sponsoring Unit/Department: Chief of Staff

Holidays and Recesses

Holidays and recesses are days on which the College’s offices and instructional and educational services are officially closed. Mission requirements may sometimes dictate that staff work during these periods.

The following College-recognized holidays and recesses apply to all employees if assigned to work during the applicable holiday or recess:

Holidays
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and the Friday after Thanksgiving Day (*See Recesses below)
Martin Luther King Jr. Day
Cesar Chavez Day (floating day within the month of March)
Memorial Day
Recesses
Thanksgiving Recess (the Saturday and Sunday following Thanksgiving Day)
Winter Recess
Rodeo Days Recess

Notes on Recesses & Holidays

- The specific dates for all holidays and recesses are set on a yearly basis by the College and Academic Year calendars, which are available on the college website.
- If a designated paid holiday falls on a Saturday, the College will observe said holiday on the Friday prior. If the holiday falls on a Sunday, the College will observe the paid holiday on the Monday immediately following.
- Tucson Rodeo Recess is observed over a 4-day period in February, Thursday - Sunday, based on the schedule of the Tucson Rodeo.



- Thanksgiving is observed as a college holiday on both Thursday and Friday. The college is on recess on the Saturday and Sunday of that weekend.
- Winter Recess begins on December 24th and continues through the federally-observed New Year's Day Holiday of January 1st. If January 1st falls on a Sunday, the College will close for business the following Monday.
- The employee must be working or on paid leave before and after a recess in order to be paid for the recess.
- The College observes an annual Spring Break when no classes take place, most faculty have no days of accountability and some services are reduced.
- A full-time non-exempt employee required by the College to work on a College-recognized holiday or recess day shall be compensated for the holiday/recess day and for the actual hours worked on the recess or the holiday.
- A full-time exempt employee required by the College to work on a College-recognized holiday or recess day shall work with his/her supervisor to schedule equivalent time off.