

INTERIM POLICY

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. 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. The College calendar lists days during which the College is closed. Mission requirements may sometimes dictate that staff work during these periods.

- If a designated 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 holiday on the Monday immediately following.
- The College observes an annual Spring Break when no classes take place, most faculty have no days of accountability, and some services are reduced.
- The College observes recess days on the weekend following Thanksgiving, a Thursday - Sunday Rodeo Recess based on the schedule of the Tucson Rodeo, and a Winter Recess beginning on December 24th and continuing through the federally observed New Year’s Day holiday of January 1st.

In addition, other recognized holidays and recesses are listed below. Regular and interim Staff and Administrators are eligible to receive compensable time for the following College-recognized holidays and recesses as detailed below:

Holidays
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and the Friday after Thanksgiving Day
Martin Luther King Jr. Day
Cesar Chavez Day - see below for applicability
Memorial Day
Recesses
Winter Recess (Mondays - Fridays)
Rodeo Days Recess (Thursday - Friday)

Notes on Compensable Recess & Holiday time for Regular and interim Staff and Administrators:

- Eligible staff and administrators who are not assigned to work on a recognized holiday or recess day will work with their supervisor to schedule equivalent time off on an alternative day.
- Tucson Rodeo Recess is compensable as a 2-day period in February, Thursday - Friday, based on the schedule of the Tucson Rodeo.
- The observance of Cesar Chavez day shall be a floating holiday for eligible employees taken any work day within the month of March and does not apply to faculty.
- Supervisors are responsible for ensuring that employees are scheduled for their regular number of hours per week during times of holiday, recess and college closure.
- Compensable Winter Recess days include Mondays through Fridays beginning on December 24th and continuing through the federally observed New Year's Day Holiday of January 1st.
- The employee must be working or on paid leave before and after a recess in order to be paid for the recess.
- 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 their supervisor to schedule equivalent time off.
- A Department of Public Safety staff member who is regularly scheduled for a 10-hour work day will receive 10 hours of holiday or recess time per holiday or recess day.