

# BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 401.15

Title Administrative Personnel

## Holidays

The days of service included in Administrative Staff annual work schedules shall include the following holidays:

<u>Holiday</u>	<u>Number of Days</u>
Labor Day	1
Thanksgiving and day after	2
Winter Break in December	2
New Year	2
Spring Break	1
Memorial Day	1
Independence Day	<u>1</u>
	10 days

A holiday is defined as a paid nonworking day.

\*A "day" is based upon an employee's normal scheduled hours of work whether full-time or part-time.

Date of adoption 11/17/86

Legal Reference: (Code of Iowa)

Date of Last Revision 7/1/98

Date of Current Revision 10/11/04

Related Administrative Procedures and Cross References \_\_\_\_\_

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