

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 402.11

Title Support Staff

Holidays

The days of service included in Support 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 7/1/98

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 _____

B O A R D P O L I C Y

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