

Aims Community College Procedure

Employee Services

Holiday Leave

Purpose: Offering employees time to recharge, pursue personal endeavors, foster a healthier work-life balance and boost morale. Aims recognizes the following holidays to be observed.

Scope: Full-time employees are eligible for paid holiday leave.

- New Year's Day (The College will be closed for one week; this week will be determined based on the academic calendar or as otherwise declared by the President.)
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (The College will be closed the day preceding and the day following Thanksgiving Day)
- Winter Break (The College will be closed for one week which includes December 25th and is based on the academic calendar or as otherwise declared by the President).

If a holiday falls on a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. The President will approve publication of the holiday schedule each year. The holiday schedule will be updated and posted annually on the intranet by Human Resources.

To be eligible to receive holiday pay, an employee must be on paid work or leave the day before and after the holiday.

Revision Approved: College Council, March 11, 2024

November 11, 2020

March 11, 2014

October 29, 2012

August 30, 2010

June 29, 2009

March 9, 2009

Adopted:

July 24, 2006

Responsible Administrator: Chief HR Officer of Employee Services

Administratively renumbered from 4-1600A

Updated from Human Resources to Employee Services – September 20, 2022

Procedure 529-01 was previously titled "Leaves of Absence" and contained info for all leaves of absence. As of March 11, 2024, it has been divided into Procedures 529-01 to 529-14.