

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY B-4

HOLIDAYS

Section 1. General.

- 1.1. Scope — Rule regarding holidays in the institution under the BridgeValley Community and Technical College (Bridge Valley) Board of Governors.
- 1.2. Authority — W. Va. Code § 18B-1-3 (h) (2), West Virginia Council for Community and Technical College Education Procedural Rule, Series 14
- 1.3. Effective Date — July 12, 2013

Section 2. Granting Power

- 2.1. The BridgeValley Board of Governors (Board) hereby directs that the President shall determine six (6) floating holidays which will be observed by the employees of the institution in addition to the six (6) holidays specified in Section 3.1 of this rule.

Section 3. Number of Holidays

- 3.1. The number of full holidays shall be twelve (12), plus additional days for any election day (primary or general) held throughout the State. Days taken shall include Martin Luther King Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Six additional days determined by the President as provided in Section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.
- 3.2. Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees of BridgeValley as determined and communicated through the Council Chancellor's Office to the President. The President may determine that any such additional legal holidays shall be observed at a future date if operational needs of the institution require the holiday not be observed on the date proclaimed.

Section 4. Half Holidays

- 4.1. To provide equity with the Executive Branch of government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday. These days will be scheduled at the discretion of the President giving due consideration to operational needs of the institution.

Section 5. Schedules

- 5.1. Holiday schedules are to be established and used on a fiscal year basis.

- 5.2. The President of the College shall submit to the Board by June 30 of each year and shall post on campus a list of the holidays to be observed at that institution for the upcoming fiscal year.

