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| College Personnel – Personnel General | 2.13 |
| 2.13.16.02 Holidays Falling During a Vacation | <i>Adopted: October 12, 2010</i> |
| | <i>Reviewed: September 14, 2010</i> |
| | <i>Revised:</i> |

When a holiday falls on a day that a non-contractual employee would otherwise have been scheduled to work but for the employee’s utilization of his scheduled vacation, that employee will not be charged with using a vacation day when the holiday is observed. Employees covered by a collective bargaining agreement will have this policy administered consistent with their respective agreements.