

**Manhattan Area Technical College  
Institutional Policy and Procedure Manual**

**Policy No. 7.4.4**

<b>Title: Benefits - Holiday Leave</b>	
Originated by: VP of Business Services	Established: 9/21/2005
Revised by: Senior Admin; Human Resources	Revision Dates: 7/1/2011; 8/27/2024

**Policy Statement:** Manhattan Area Technical College offers paid holidays to regular employees working at least 1,040 hours per year to ensure a healthy, productive workforce. Faculty members represented by the MATC Faculty Association are awarded paid holidays according to the negotiated agreement.

**Rationale:** Faculty and staff are critical to the success of the institution. Employees are awarded holiday leave in order to observe national holidays.

**Procedure:** Manhattan Area Technical College offers the following paid holidays each year:

1. New Year's Day
2. Martin Luther King's Birthday
3. Friday of Spring Break
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Week
9. Winter Break

1. Eligibility for Holiday Pay:

- a. In order to receive holiday benefits, an employee must be in pay status, working the days before and after the holiday. Vacation or medical leave can also be used to meet the pay status eligibility for the days preceding and following the holiday. Employees on unpaid leave-of-absence shall not receive holiday pay.
- b. Seasonal, Temporary, or Part-time employees working less than 12 months or 1,040 hours per year, shall not receive paid holidays. Regular-Part-time employees working 12 months between 1,040 and 1,820 hours per year, will receive holiday pay for regular hours which cannot be rescheduled during the workweek.

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2. Payment of Holiday Pay:
  - a. Full-time employees (exempt and non-exempt) who do not work on an observed College holiday will be paid for regularly scheduled hours that the employee would have been scheduled to work.
  - b. Classified or non-exempt employees are responsible for ensuring that holiday time is accurately accounted for on their timecard for appropriate compensation.
3. Observance: If a holiday falls on a Saturday it shall normally be observed on the preceding Friday; if it falls on a Sunday, it shall normally be observed on the following Monday.