

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

Policy No. 7.4.4

Title: Benefits - Paid Holidays	
Originated by: VP of Business Services	Established: 9/21/2005
Revised by: Senior Admin; Human Resources	
Revision Date(s): 7/1/2011; 8/27/2024; 7/1/2026	

Policy Statement

Manhattan Area Technical College ("College") offers paid holidays to eligible employees for identified holidays each year and provides compensation for holiday time.

Faculty members represented by the MATC Faculty Association are awarded paid holidays according to the negotiated agreement.

Rationale

The college awards paid holiday leave benefits in order to observe national holidays and promote employee satisfaction and retention.

Procedure

The College offers the following paid holidays each year:

- New Year's Day
- Martin Luther King's Birthday
- Friday of Spring Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Week
- Winter Break

1. Eligibility for Paid Holidays:

- a. Full-time and part-time employees scheduled to work through the full academic year shall be eligible for holiday pay.
- b. In order to receive holiday benefits, an employee must be in active pay status, working the days before and after the holiday. Approved leave can also be used to meet the pay

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status eligibility for the days preceding and following the holiday. Employees on unapproved leave-of-absence shall not receive holiday pay.

- c. Seasonal or Temporary employees working in positions tied to a specific season (e.g. per semester basis) and whose employment is expected to end upon completion of the seasonal assignment, shall not receive paid holidays.

2. Compensation of Holiday Hours:

- 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. Part-time employees will receive prorated holiday pay for regular hours that they would have been scheduled to work, which cannot be rescheduled during the workweek due to limited available operating hours.
- c. Holiday pay for part-time employees working in positions that do not follow a strict or consistent schedule shall be calculated by averaging the employee's hours worked each week over the six (6) week period immediately preceding the holiday and prorating that amount for days which the employees would have been scheduled to work.
- d. Non-exempt employees are responsible for ensuring that holiday time is accurately accounted for on their timecard and appropriately compensated.

- 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.