The following holidays shall be observed by the College:

- New Year’s Day
- Martin Luther King, Jr. Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day

In addition, other days may be designated as holidays by the President of the College upon approval by the Board of Trustees.

In the event that a designated holiday falls on a Saturday, it shall be observed on the previous Friday. If the designated holiday falls on a Sunday, it will be observed on the following Monday.

Requests to observe religious holidays other than those identified above will be reasonably accommodated in accordance with college procedure. In its discretion the College may require an employee to work on scheduled holidays. In such cases, the employee shall receive another day off in lieu of the holiday with prior approval of the immediate supervisor.