


PROCEDURE

Subject	Holidays	Page 1 of 2	Number: 2.26.01
Source	Human Resources		Reference (Rule #) 6HX14.2.56
President's Approval/Date: 12/14/12			

PURPOSE

To provide direction for the payment of holidays for eligible employees.

PROCEDURE

To receive holiday pay, an employee must work or be on an authorized leave with pay on their regularly scheduled days immediately preceding and following the holiday, except when a retirement date falls in the middle of a holiday such as winter or spring break

Holidays will not count as work time for determination of overtime. As stated in SCF Procedure 2.33.01, **WORK WEEK AND WORK DAY:** All work performed on a designated College holiday for scheduled maintenance or scheduled operation (DUI for example) will be rescheduled at the convenience of the College and the employee at a rate of one hour-for-hour worked. This is not to be considered compensatory time, rather it will be an agreed upon rescheduling of the employee's holiday."

Employees called, and who report to work, as a result of an emergency will be paid as stated in SCF Procedure 2.33.01.

SPECIAL RELIGIOUS HOLIDAYS

1. EMPLOYEES

SCF shall reasonably accommodate the religious observance, practice and belief of an individual in regard to his/her work assignments. A maximum of four special religious holidays of his/her faith may be observed by individuals of that faith (with advance approval of the department head), with time off chargeable to accumulated personal reasons days or vacation leave if available. If neither are available leave without pay may be requested. Such holidays cannot be accumulated.

STUDENTS

SCF shall reasonably accommodate the religious observance, practice and belief of an individual in regard to his/her class assignments, when attendance may be considered essential.

- A. The College shall in no way penalize students who are absent from academic or social activities because of religious observances.

- B. Students shall, upon notifying their instructor, be excused from class to observe a religious holiday of their faith.
 - C. The College shall use its efforts to ensure that no major test, class event, or activity will be scheduled on a major religious holiday.
 - D. While students will be held responsible for material covered in their absences, students shall be permitted a reasonable amount of time to make up any work missed.
2. Pursuant to F.S. 1002.21; 1006:53; 1001.64, SCF shall reasonably accommodate the religious observance, practice and belief of individual students in regard to admissions, class attendance and the scheduling of examinations and work assignments.
- A. Students must provide the instructor(s) with advance notification of the purpose and anticipated length of any absence.
 - B. The instructor and the student will agree upon a reasonable time and method to make up any work or tests missed.