NOVA | **Northern Virginia Community College**

2019 Holiday Schedule

(DHRM designated 13.5 holidays for 2019)

Tuesday, January 1, 2019 - New Year's Day/Winter Break

Monday, January 21, 2019 - Martin Luther King, Jr. Day

Monday, May 27, 2019 - Memorial Day

Thursday, July 4, 2019 - Independence Day

Monday, September 2, 2019 - Labor Day

Wednesday, November 27, 2019 - College closes at noon (½ day for Thanksgiving Holiday)

Thursday, November 28, 2019 - Thanksgiving Holiday

Friday, November 29, 2019 - Thanksgiving Holiday

Tuesday, December 24, 2019 – 8 hours additional holiday time

Wednesday, December 25, 2019 - Christmas

Winter Break:

Thursday, December 26, 2019; Friday, December 27, 2018, Monday, December 30, 2019; and Tuesday, December 31, 2019.

NOTE: *Wednesday, January 1, 2020 is a 2020 holiday*

Rate of Holiday Pay

• **For full-time employees** (40 hours in a workweek), a holiday equals 8 hours and a half-day holiday equals 4 hours.

• **For salaried part-time employees** (salaried P-3 employees, less than 40 hours, but at least 20 hours in a workweek), a holiday equals a prorated amount of time proportionate to the percentage of full-time hours they are employed to work. *Refer to the Holiday Timesheet Examples.

Full Day Holiday	Half Day Holiday
8 hours for 1.0 FTE - 40 hours/week	4 hours for 1.0 FTE - 40 hours/week
6.4 hours for .80 FTE - 32 hours/week	3.2 hours for .80 FTE - 32 hours/week
6.0 hours for .75 FTE - 30 hours/week	3.0 hours for .75 FTE - 30 hours/week
4.0 hours for .50 FTE - 20 hours/week	2.0 hours for .50 FTE - 20 hours/week

Requirements to Receive Holiday Pay

In order to receive holiday pay, an employee must be on full pay status his/her workday before and workday after the holiday period.

If the employee is on leave without pay (LW OP) status for any portion of his/her workday before or after the holiday, he/she will not be entitled to holiday pay.

Alternate Work Schedules

Full-time employees who work alternate work schedules (e.g., 9, 10, or 12 hour shifts) will receive compensation for the holiday equal to 8 hours. Employees must use accrued leave or flex their schedules (with supervisory approval) for the remainder of the work cycle to cover the entire shift.

Holiday Falling on Scheduled Day Off

Employees whose scheduled day off falls on a holiday and who do not work that day will be paid for the holiday in accordance with college policy.

Working on a Holiday

If an employee is required to work on a holiday, the employee will be compensated (up to 8 hours) in accordance with college policy.

When the College Closes at Noon

When the College closes at noon for a holiday, full-time employees receive 4 hours of holiday pay (part- time salaried employees receive holiday pay proportionate to their FTE) but still need to account for an 8 hour day either by working or taking leave.

When the College is Closed on a Weekend

When the College is closed on a weekend during an extended holiday break and employees normally work weekends, the employees must use accrued leave or flex their schedules (with supervisory approval) for the remainder of the work cycle to cover the entire shift.

Additional Time Off

In an event that the Governor provides additional recognition leave during a holiday (such as an early closing), the leave hours given to employees, if not specified by the Governor, will be calculated based on the timing of the closing and the College's public service hours. NOVA's established public service hours are 8:30 a.m. until 5:00 p.m., Monday through Friday.

For example, if the Governor announces that offices can close at 3:00 pm as long as there is no disruption to essential services, eligible employees will be given two hours of leave to be used. Employees who are in departments/units that cannot close early will be given two hours of Recognition Leave to be used at a later date with supervisor approval.

Supervisors

Prior to approving your employees' time, you must review the timesheets to ensure work hours are accurately reported and the appropriate leave type and/or holiday is used.

If you have any questions, please contact Human Resources at dataops@nvcc.edu.