



## **ADMINISTRATIVE POLICY | #03.40.06.01 (2025)**

### **TALLADEGA COLLEGE HOLIDAY POLICY**

**Policy Title:** Talladega College Holiday Policy

**Policy Type:** Administrative Policy

**Policy No.:** Administrative Policy – 03.40.06.01 (2025)

**Approval Date:** Administrative Policy #03.40.06.01 (2025)

**Responsible Office:** Office of the President

**Responsible Executive:** The President and All Executive Cabinet Members

**Applies to:** Talladega College Community

#### **POLICY STATEMENT**

It is the policy of Talladega Holiday to grant holidays to employees in accordance with the State Human Resources Regulations.

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## **PURPOSE**

Talladega College has established the Talladega College Holiday Policy in place to outline the official holidays observed by the college and provides guidelines on holiday pay, time off, and work expectations to ensure consistency, equity, and operational continuity.

## **SCOPE**

At Talladega College, each regular full-time employee shall be eligible for certain paid holidays in each calendar year, determined annually.

## **POLICY GUIDELINES**

**Holidays:** The college observes the following holidays each calendar year:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Day After Thanksgiving
- Winter Break (includes Christmas Day and New Year's Eve)

1. Any holiday occurring on a Saturday will be observed on the preceding Friday. Those occurring on Sunday will be observed on Monday.
2. If an employee desires time off to observe a holiday not listed above, time off may be granted, subject to staffing needs in each department. Such time off is without pay or the employee may choose to count this time as vacation in order to receive pay.
3. Some divisions (e.g., security, maintenance, student housing) may require staffing during holidays. In such cases, non-exempt employees who work on a holiday will receive regular pay plus Holiday Premium pay (time-and-a-half).
4. If a designated holiday is observed during an employee's vacation period, the day of the holiday will be counted as a holiday rather than vacation.
5. An employee with an unauthorized absence immediately prior to or after a designated holiday will not be paid for the holiday.

**CONTACT(S)**

The Office of the President interprets this policy.

**STAKEHOLDER(S)**

Faculty, staff, and students.

**PUBLICATION**

The policy will be published and disseminated to the College community at large. The Director of Institutional Research and Effectiveness and the Chief Marketing and Communication Officer will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the College community at large within fourteen (14) days of approval;
- Submit the policy for inclusion in the online Policy Library within fourteen (14) days of approval;
- Communicate with the Human Resource Department or the Office of the President to post the policy on Websites; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

**PUBLICATION**

Failure to meet the publication requirements does not invalidate this policy.

**Next Scheduled Review:** August 26, 2028

**Approved date:** August 26, 2025

**Revision History:** N/A

**Supersedes:** All other policies are rendered void.

