BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS

SERIES: **4**   **Human Resources**
    RULE: **43.1**   **Holidays**

Scope:	Rule regarding holidays.
Authority:	W. Va. Code § 18B-1-6,135 WV CSR §14
Approval Date:	7/26/06
Effective Date:	7/26/06

SECTION 1   Granting Power

1.1. The Board of Governors hereby delegates to the President the duty to determine, annually, five holidays, which will be observed by the employees of the institution in addition to the seven holidays specified in Section 2.1 of this rule.

SECTION 2   Number of Full Holidays

2.1 The number of full holidays shall be twelve (12), plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther Kings, Birthday. Five (5) additional days determined by the President as provided in section1.1 shall also be taken. If a specified holiday falls on either a Saturday or a Sunday, then either the preceding Friday or the following Monday will be observed as the legal holiday, as designated by the President.

SECTION 3   Half Holidays

3.1 An additional one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday.

SECTION 4   Schedules

4.1 Holiday schedules are to be established and used on a fiscal year basis.

4.2 The President shall publish each year a list of the holidays to be observed at the institution for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.

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