



Title: Holidays
Effective Date: 02/10/08
Date of Last Revision: 02/10/08
Review Date: 02/10/08
Cancellation:
Office: Human Resources (HR)

Holidays

Louisiana Technical College (LTC) provides clarification of policy regarding Holidays. The LTC establishes a process for identifying and approving legal holidays for employees. The observance of religious holidays is not included in the holiday schedule. The Holiday policy affects all employees (classified and unclassified).

Policy Reference: Equal Employment Opportunity Commission Title VII of the Civil Rights Act of 1964
LCTCS Policy # 6.028 Holidays for All Employees

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	LTC Financial Staff	10/17/05	
X	LTC Human Resources Committee	10/20/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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SIGNATURE

James R. Sawtelle, III
Vice President for Career & Technical Education



Holidays
Procedures and Specific Information

541.1 SCOPE AND APPLICABILITY

The Holiday policy includes all employees (classified and unclassified).

541.2 AUTHORITY TO AUTHORIZE/APPROVE

The LCTCS Senior Vice President for Career and Technical Education (or designee) is the Appointed Authority to determine which fourteen holidays the College will designate. In accordance, the LCTCS Senior Vice President for Career and Technical Education (or designee) will submit the College holiday schedule to the President of the Louisiana Community and Technical College System (LCTCS).

541.3 GENERAL PROVISIONS

541.3.1 Under the R.S 1:55 provision, “Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed by all of its employees.”

541.3.2 The System President and the LCTCS Senior Vice President for Career and Technical Education (or designee) shall determine the applicability of the 14 paid holidays.

541.3.3 The paid holidays are governed by the calendar year.

541.3.4 If an employee is on shift assignment or at work during holiday periods, then the department head may adjust the work schedule or holiday time.

541.3.5 The same number of holidays should be granted to all eligible employees.

541.3.6 If a holiday falls on an employee’s day off, then it will be necessary to provide a “designated holiday” on another scheduled day.

541.3.7 Civil Service rules will be followed for compensating classified employees required to report to work on holidays.

541.4 LIMITATIONS

541.4.1 Louisiana Technical College does comply with the provisions of the Equal Employment Opportunity Commission on religious discrimination. Title VII of the Civil Rights Act of 1964 prohibits employers from discrimination against individuals because of their religion in employment. It requires employers to reasonably accommodate the religious practices of an employee or prospective employee, unless to do so would cause an undue hardship.

541.4.2 Employees unable to work on a religious holiday not included on the Holiday Schedule, due to religious beliefs, are to provide that information to their immediate supervisor or department head/chair in advance. These employees must explain to their supervisor or department head/chair that the holiday observance is due to religious beliefs. The appropriate leave or work-adjusting schedule will be approved unless the approval will cause an unusual burden on the employer.

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