



**OAKLAND  
COMMUNITY  
COLLEGE®**

Administrative Policy

Policy Type:	Human Resources
Policy Title:	Holidays/Paid Leave Days
Policy Number:	2.3.2
Office Responsible:	Human Resources

**Policy Statement**

The following shall be recognized as paid holidays:

- New Year's Eve, December 31
- New Year's Day, January 1
- Memorial Day (last Monday in May)
- Independence Day, July 4
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve, December 24
- Christmas Day, December 25

And any other holidays that the Board of Trustees declares or designates as legal holidays.

Whenever any of these holidays fall on the sixth and/or seventh day of the employees regular work week, and state authorities transfer its observance to another day, that day shall then be considered the holiday.

The Chancellor has the discretion to identify up to two (2) additional paid leave days per fiscal year. The Human Resources Department will post an announcement at each College location approximately two weeks prior to the holiday or paid leave day.

**Change Log**

02-17-77      Approved