

# WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

## West Virginia State University

### BOG Policy # 7

#### **Title: Holidays**

#### **Section 1. General**

1.1 Scope: Policy regarding holidays.

1.2 Authority: West Virginia Codes §18B-1-6 and 2-2-1.

1.3 Effective Date: March 3, 2004

#### **Section 2. Granting Power**

2.1 The West Virginia State University Board of Governors hereby delegates to the President the duty to assign, annually, six holidays which will be observed by the employees of that institution in addition to the six holidays specified in Series 14 of the West Virginia Higher Education Policy Commission.

#### **Section 3. Application by West Virginia State**

3.1 It has been the practice of West Virginia State to close the University between Christmas and New Years and to place several of the six assignable holidays around this interval in order to provide employees an extended vacation time and to minimize expenditures for utilities;

3.2 Normally, there will remain two or three days for which annual leave is to be taken during this period when the University is closed;

3.2.1 Special arrangements will be made for those employees who do not have unused annual leave days available.

3.3 Assignable holidays will not be scheduled on days when classes are in session;

3.4 Should there be an emergency situation which necessitates the presence of classified staff to be on campus during a holiday, compensatory time and/or the payment of overtime will be utilized in a manner consistent with other University policies.

#### **Section 4. Schedules**

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

4.2 The President, or his/her designee, shall publish by June 30 of each year a list of the holidays to be observed at West Virginia State for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.