


PROCEDURE MANUAL

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		Last Revision Date: 11/26/2014	
		Effective Date:	
Section		Subject	Title Holidays

Delta Community College adheres to the LCTCS policy on Holidays – For All Employees (policy # 6.028):

PURPOSE

To set forth the Louisiana Community & Technical College System’s holiday policy for those employees affected, provide clarification of policy regarding work during holiday periods and to outline the LCTCS policy regarding observance of religious holidays not included in the LCTCS holiday schedule.

1. Guidelines

LCTCS adopts the provision of R.S. 1:55 which states: “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.” Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by the LCTCS except as provided in this policy.

For employees on shift assignments or at work during holiday periods, the department head may adjust work schedules or holiday time to provide necessary services. It is intended that the same number of holidays be granted all eligible employees. If a holiday falls on an employee’s day off, it will be necessary to provide a “designated holiday” on another day. Applicable Civil Service rules will be followed for compensating classified employees who are required to work on holidays.

OBSERVANCE OF RELIGIOUS HOLIDAYS

As a matter of policy and commitment, LCTCS does not discriminate against any person on the basis of religion.

2. Procedures

- The System President and each Chancellor shall determine which 14 paid holidays will be established and each publish a Holiday Schedule outlining the 14 paid holidays for the calendar year.
- Faculty and staff unable to work on a religious holiday not included on the published Holiday Schedule because of his or her religious beliefs are to provide that information to their supervisor or department head/chair well in advance.
- Annual leave, leave without pay or adjusted work schedules will be approved unless doing so creates an unusual burden upon the employing unit.
- Additionally, faculty are to excuse any student who is unable, because of his or her religious beliefs, to attend or participate in class work requirements or examinations on religious holidays that fall on scheduled class days provided that a makeup examination of work will not create an unreasonable burden upon the institution. It is the responsibility of the student concerned to anticipate such conflicts well in advance, to provide that information to their instructor, and to make up the work missed according to a schedule agreed upon with the faculty responsible for the class.