

- 3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees of the College as determined and communicated by the President of the College. The President may determine that additional legal holidays which are proclaimed shall be observed at a future date, if operational needs of the institution require the holiday not be observed on the date proclaimed.
- 3.3 As specified in the regulations of the division of personnel for agencies of the executive branch of state government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on a 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 submit to the Chancellor by June 30 of each year a list of the holidays to be observed at the College for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.

BOARD OF GOVERNORS, CHAIR

July 17, 2003

DATE