

## Colorado College Administrative Calendar July 1, 2023 - June 30, 2024

Holiday (college is closed)	Date  <i>Hourly employees receive their regular rate of pay on their regularly scheduled days</i>	Earn Code	Rate of Pay <i>IF REQUIRED TO WORK</i>		
			Regular (see note on back)	2x (see note on back)	2.5x (see note on back)
Independence Day	Recognized Tuesday, July 4, 2023	H	•		
Fall Break	Monday, November 20, 2023	FB		•	
	Tuesday, November 21, 2023	FB		•	
	Wednesday, November 22, 2023	H		•	
	Thursday, November 23, 2023	H			•
	Friday, November 24, 2023	H		•	
Winter Break	Thursday, December 21, 2023	WB		•	
	Friday, December 22, 2023	WB		•	
	Saturday, December 23, 2023	WB		•	
	Sunday, December 24, 2023	H			•
	Monday, December 25, 2023	H			•
	Tuesday, December 26, 2023	WB		•	
	Wednesday, December 27, 2023	WB		•	
	Thursday, December 28, 2023	WB		•	
	Friday, December 29, 2023	WB		•	
	Saturday, December 30, 2023	WB		•	
	Sunday, December 31, 2023	H			•
	Monday, January 1, 2024	H			•
	Tuesday, January 2, 2024	WB		•	
Wednesday, January 3, 2024	WB		•		
Spring Break	Wednesday, March 20, 2024	SB		•	
	Thursday, March 21, 2024	SB		•	
	Friday, March 22, 2024	SB		•	
Memorial Day	Monday, May 27, 2024	H			•

### Events/Key Dates

Return from Summer Schedule	Monday, August 14, 2023
Fall Break (for students only)	Thursday, November 16, 2023 thru Sunday, November 26, 2023
Fall Break (all staff)	Monday, November 20, 2023 thru Friday, November 24, 2023
2024 Return (all staff)	Thursday, January 4, 2024
Spring Break (for students)	Thursday March 14, 2024 thru Sunday March 24, 2024
Spring Break (all staff)	Wednesday March 20, 2024 thru Friday March 22, 2024
Commencement 2024	Sunday, May 19, 2024
CC Employee Appreciation Event	TBD
Nine Month Schedule (staff with summers off)	Monday, August 14, 2023 through Wednesday, May 15, 2024

## Pay

Full- and part-time benefit-eligible exempt and hourly staff are paid their regularly scheduled hours at their regular rate of pay.

All hourly staff enter hours in timesheets using the appropriate EARN CODES. **H**=Holiday Leave, **FB**= Fall Break Leave, **WB**=Winter Break Leave, **SB**=Spring Break Leave, if worked=Regular Earnings.

Exempt staff who are required to work are able to take time off at a later date with supervisor approval.

Fall and Spring Break – the college will close this year for fall break, which includes the Thanksgiving holiday and three days of spring break. This benefit is a total of 8 days of paid leave.

### Winter Break Pay (inclusive of 4 holidays)

- This benefit is a total of 10 paid days off.
- The payroll department will provide information to enter into hourly timesheets.
- Staff must return to work for at least 5 days following winter break to be eligible for this benefit.
- Supervisors and department heads will inform staff of their return date if it is earlier than January 4, 2024, and if they are required to work during winter break.

### Full- and part-time benefit-eligible hourly staff *WHO ARE REQUIRED TO WORK* are compensated as follows:

1. Independence Day– Regular rate of pay and given equivalent time off during the next pay period or an agreed upon future date within the current fiscal year.
2. Monday, Tuesday, Wednesday before and Friday after Thanksgiving, Christmas Eve, New Year's Eve, winter break (other than Christmas Day and New Year's Day) – Regular rate of pay for regularly scheduled hours plus one times regular rate for hours worked OR given equivalent time off during the next pay period or an agreed upon future date within the current fiscal year. **The immediate supervisor will determine which option is selected.**
3. Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day – Regular rate of pay for regularly scheduled hours plus one and a half times regular rate for hours worked OR given equivalent time off during the next pay period or an agreed upon future date within the current fiscal year. **The immediate supervisor will determine which option is selected.**
4. Items #2 and #3 apply up to 10 days over winter break (inclusive of 4 holidays).

## Schedule for Nine Month Employees

- Dates may be different for academic offices based on arrangements made with the Dean's Office.
- Staff are expected to follow their established work schedules.
- Hourly staff will not be asked to work more than their regularly scheduled number of hours per year though may be asked to work in a more flexible manner to meet the needs of the department.
- Changes to the work schedule must stay within the established budget for the position.
- Any changes to the established work schedule must be discussed with Human Resources prior to implementation.