

# Colorado College Administrative Calendar July 1, 2017 - June 30, 2018

## Holidays

(college is closed)

<b>Independence Day</b> Tuesday, July 4, 2017
<b>Thanksgiving</b> Wednesday, November 22, 2017 thru Friday, November 24, 2017
<b>Winter Break</b> Friday, December 22, 2017 thru Friday, January 5, 2018  which includes 4 holidays: Christmas & New Year's  Monday, December 25, 2017 Tuesday, December 26, 2017 Monday, January 1, 2018 Tuesday, January 2, 2018
<b>Memorial Day</b> Monday, May 28, 2018

## Events/Key Dates

<b>Return from Summer Schedule **</b> Monday, August 21, 2017
<b>Fall Conference</b> Thursday, August 24, 2017
<b>Fall Break</b> (college is open Monday & Tuesday) Monday, November 20, 2017 thru Friday, November 24, 2017
<b>2018 Return</b> Monday, January 8, 2018
<b>Spring Conference</b> Friday, January 26, 2018
<b>Spring Break</b> (college remains open) Thursday, March 15, 2018 thru Friday, March 23, 2018
<b>Commencement 2018</b> Monday, May 21, 2018
<b>Year-End Celebration</b> Tuesday, May 22, 2018
<b>Summer Schedule (9 mo)**</b> Wednesday, May 23, 2018 thru Friday, August 17, 2018

NOTE: Supervisors and department heads will inform staff of their 2018 return date if it is earlier than January 8, 2018 and if they are expected to work during winter break.

\*\* The summer schedule start date may be different for academic offices based on arrangements made with the Dean's Office.

## Holiday Pay

### Full-time and part-time benefit-eligible staff in hourly positions who are required to work on holidays are compensated as follows:

- Independence Day – Regular rate of pay and will take equivalent time off during the next pay period or an agreed upon future date within the current fiscal year.
- Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day – Regular rate of pay plus one and a half times their regular rate for hours worked OR will be 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.**
- Wednesday before and Friday after Thanksgiving, Winter Break (other than Christmas and New Year's) – Regular rate of pay plus one-time their regular rate of pay 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.**
- All hourly staff enter hours worked in Self-Service Banner using the appropriate earn codes. The payroll department will provide information to enter data before winter break.
- Exempt staff who are required to work on a holiday or other days during winter break are able to take time off at a later date with supervisor approval.
- Full- and part-time benefit-eligible exempt and hourly staff are paid their regular scheduled hours for the remaining days during winter break. Staff must return to work for at least 5 business days following winter break to be eligible for winter break pay.

### Commencement Information

Division heads may elect to close offices so that all staff may attend graduation. Staff who do not attend graduation are expected to be at work.

### Summer Schedule Information

Staff are expected to follow their established summer work schedules. Department heads may arrange with staff to consider alternative or flexible work schedules to meet the needs of the department. Hourly staff will not be asked to work more than their normally scheduled number of hours per year, but may be asked to work these hours in a more flexible schedule.

Any changes to the established summer work schedule for staff must be discussed with Human Resources prior to implementation. Changes to the summer work schedule must stay within the established budget for the position.