

Colorado College Administrative Calendar July 1, 2018 - June 30, 2019

Holidays (college is closed)	Date <i>Hourly employees receive their regular rate of pay on their regularly scheduled days</i>	Earn Code	Rate of Pay IF REQUIRED TO WORK		
			Regular <i>(see note 1 on back)</i>	2x <i>(see note 2 on back)</i>	2.5x <i>(see note 3 on back)</i>
Independence Day	Wednesday, July 4, 2018	H	•		
Thanksgiving	Wednesday, November 21, 2018	H		•	
	Thursday, November 22, 2018	H			•
	Friday, November 23, 2018	H		•	
Winter Break	Friday, December 21, 2018	WB		•	
	Saturday, December 22, 2018	WB		•	
	Sunday, December 23, 2018	WB		•	
	Monday, December 24, 2018	H		•	
	Tuesday, December 25, 2018	H			•
	Wednesday, December 26, 2018	WB		•	
	Thursday, December 27, 2018	WB		•	
	Friday, December 28, 2018	WB		•	
	Saturday, December 29, 2018	WB		•	
	Sunday, December 30, 2018	WB		•	
	Monday, December 31, 2018	H		•	
	Tuesday, January 1, 2019	H			•
	Wednesday, January 2, 2019	WB		•	
	Thursday, January 3, 2019	WB		•	
	Friday, January 4, 2019	WB		•	
Saturday January 5, 2019	WB		•		
Sunday, January 6, 2019	WB		•		
Memorial Day	Monday, May 27, 2019	H			•

Events/Key Dates

Return from Summer Schedule	Monday, August 20, 2018
Fall Conference	Thursday, August 23, 2018
Fall Break (for students only)	Thursday, November 15, 2018 thru Friday, November 23, 2018
2019 Return	Monday, January 7, 2019
Spring Conference	Friday, January 25, 2019
Spring Break (for students only)	Thursday, March 14, 2019 thru Friday, March 22, 2019
Commencement 2019	Sunday, May 19, 2019
Year-End Celebration	Wednesday, May 22, 2019
Summer Schedule (9 mo)	Wednesday, May 22, 2019 thru Sunday, August 19, 2019

Holiday 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, **WB**=Winter 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.

Winter Break Pay (inclusive of 4 holidays)

- This benefit is a total of 11 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 7, 2019, 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. Wednesday before and Friday after Thanksgiving, winter break (other than Christmas and New Year's) – 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. Thanksgiving Day, Christmas Day, New Year's Day, Memorial 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 11 days over winter break (inclusive of 4 holidays).

Summer Schedule

- 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.