

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

Holidays

(college is closed)

Independence Day Wednesday, July 4, 2018
Thanksgiving Wednesday, November 21, 2018 thru Friday, November 23, 2018
Winter Break Friday, December 21, 2018 thru Friday, January 4, 2019 which includes 4 holidays Christmas Eve, Monday, December 24, 2018 Christmas, Tuesday, December 25, 2018 New Year's Eve, Monday, December 31, 2018 New Year's, Tuesday, January 1, 2019
Memorial Day Monday, May 27, 2019

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 Tuesday, May 21, 2019
Summer Schedule (9 mo)** Wednesday, May 22, 2019 thru Friday, August 16, 2019

NOTE: Supervisors and department heads will inform staff of their 2019 return date if it is earlier than January 7, 2019, and if they are required 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.

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.