

Colorado College Administrative Calendar July 1, 2019 - June 30, 2020

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 IF REQUIRED TO WORK		
			Regular (see note 1 on back)	2x (see note 2 on back)	2.5x (see note 3 on back)
Independence Day	Thursday, July 4, 2019	H	•		
Thanksgiving	Wednesday, November 27, 2019	H		•	
	Thursday, November 28, 2019	H			•
	Friday, November 29, 2019	H		•	
Winter Break	Friday, December 20, 2019	WB		•	
	Saturday, December 21, 2019	WB		•	
	Sunday, December 22, 2019	WB		•	
	Monday, December 23, 2019	WB		•	
	Tuesday, December 24, 2019	H		•	
	Wednesday, December 25, 2019	H			•
	Thursday, December 26, 2019	WB		•	
	Friday, December 27, 2019	WB		•	
	Saturday, December 28, 2019	WB		•	
	Sunday, December 29, 2019	WB		•	
	Monday, December 30, 2019	WB		•	
	Tuesday, December 31, 2019	H		•	
	Wednesday, January 1, 2020	H			•
	Thursday, January 2, 2020	WB		•	
	Friday, January 3, 2020	WB		•	
Saturday January 4, 2020	WB		•		
Sunday, January 5, 2020	WB		•		
Memorial Day	Monday, May 25, 2020	H			•

Events/Key Dates

Return from Summer Schedule	Monday, August 19, 2019
Fall Conference	Thursday, August 22, 2019
Fall Break (for students only)	Monday, November 25, 2019 thru Friday, November 29, 2019
2020 Return	Monday, January 6, 2020
Spring Conference	Friday, January 24, 2020
Spring Break (for students only)	Thursday, March 12, 2020 thru Friday, March 20, 2020
Commencement 2020	Sunday, May 17, 2020
CC Employee Year-End Appreciation	Wednesday, May 20, 2020
Summer Schedule (9 mo)	Wednesday, May 20, 2020 thru Sunday, August 16, 2020

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 6, 2020, 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.