

Colorado College Administrative Calendar July 1, 2016 - June 30, 2017

The college recognizes the following holidays and events:

<u>HOLIDAY/EVENT</u>	<u>DATE (s) observed</u>
Independence Day	Monday, July 4, 2016
Return from Summer Schedule **	Monday, August 22, 2016
Fall Conference	Thursday, August 25, 2016
Fall Break (college is open Monday & Tuesday)	Monday, November 21, 2016 – Friday, November 25, 2016
Thanksgiving	Wednesday, November 23, 2016 – Friday, November 25, 2016
Winter Break (college is closed)	Friday, December 23, 2016 – Friday, January 6, 2017
2017 Return	Monday, January 9, 2017
Spring Break (college remains open)	Thursday, March 16, 2017 – Friday, March 24, 2017
Commencement 2017	Monday, May 22, 2017
Year End Celebration	Tuesday, May 23, 2017
Summer Schedule 2017 (9 mo)**	Wednesday, May 24, 2017 - Friday, August 18, 2017
Memorial Day 2017	Monday, May 29, 2017

NOTE: Supervisors and department heads will inform staff of their 2017 return date if it is earlier than January 9, 2017 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 Leave Information

- Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day – Full-time and part-time benefit-eligible non-exempt staff who are **required to work** on these holidays, are paid their 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.**
- Independence Day – Full-time and part-time benefit-eligible non-exempt staff who are required to work on this holiday will receive their 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.
- Wednesday before and Friday after Thanksgiving, Winter Break (other than Christmas and New Year's) - Full- and part time benefit-eligible non-exempt staff who are **required to work** on these days will be paid 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.**
- Full- and part-time benefit-eligible exempt and non-exempt 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.
- All non-exempt staff enters hours worked on Self-Service Banner using the appropriate earn codes. The payroll department will provide information to enter data before winter break.

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

The College's official summer hours of operation are 8:30am to 5:00pm. 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. Non-exempt 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.