

**BLUEFIELD STATE COLLEGE
BOARD OF GOVERNORS
POLICY NO. GA-603**

TITLE: HOLIDAYS

SECTION 1. GENERAL

- 1.1 Scope: Rule regarding holidays at Bluefield State College
- 1.2 Authority: West Virginia Code § 2-2-1 and WV HEPC Series 14
- 1.3 Filing Date: January 19, 2006
- 1.4 Effective Date: March 17, 2006
- 1.5 Revises current policy as a result of HB 406. (2005)

SECTION 2. GRANTING POWER

- 2.1 The Bluefield State College Board of Governors hereby directs that the president shall determine five holidays which will be observed by the employees of this institution in addition to the seven holidays specified in Section 3.1 of this rule.

SECTION 3. NUMBER OF FULL HOLIDAYS

- 3.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day, New Year's Day, and Martin Luther King's Birthday. Five additional days determined by the president as provided in section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.
- 3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees of Bluefield State College only when communicated through the president.

SECTION 4. HALF HOLIDAYS

- 4.1 As specified in the regulations of the division of personnel for agencies of the executive branch of state government, one-half day preceding Christmas or New

Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday.

SECTION 5. SCHEDULES

- 5.1 Holiday schedules are to be established and used on a fiscal year basis.
- 5.2 The president shall submit to the Board of Governors and the Chancellor of the Higher Education Policy Commission by June 30 of each year a list of the holidays to be observed for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.