

Holidays and Winter Break

Applies to: All employees

Policy Statement:

Dartmouth College provides the following paid holidays to regular, benefits-eligible employees:

Holidays

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and the Friday after Thanksgiving
The day before or after Christmas Day
Christmas Day

Exception: Because of special work requirements, certain departments have historically observed President's Day in lieu of the day after Thanksgiving or a day before or after Christmas Day. A non-exempt employee wishing to observe any holiday not part of the College's regular holiday cycle has at his or her disposal, the eleven (11) days of Personal Leave per year, as described in the Personal Leave policy.

Winter Break

Every year regular employees receive time off between the Christmas and New Year holidays. These days are designated as break days by the Office of Human Resources and are determined on a yearly basis. Employees who are *required* to work during break are entitled to take alternate break days until June 30. Winter break days are posted on the human resources Web site: www.dartmouth.edu/~hrs/news/winterbreak.index.html.

Definitions and Regulations:

Employees who are deemed essential and who are required to work during either a holiday or a winter break day can arrange for alternative days off with their supervisors. Salaried employees required to work during break will receive the same rate of pay as other regularly scheduled work days. Hourly employees will be paid in addition to holiday pay, two times the hourly rate for each hour worked during a *holiday* (this does not include winter break days). If an employee has an excused, paid absence from work (bereavement, civic duty, jury duty, and so on) during winter break he or she should inform his or her supervisor and arrange to take alternative break days before the end of the fiscal year.

Procedure:

Hourly employees recording time off on their time sheet should record holiday hours under the

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Employment Policies and Procedures Manual

Policy last updated: June 4, 2008

“holiday” column on the time sheet and record break days under the “other” column on the time sheet.

Documentation:

Please refer to the human resources Web site for yearly updates on winter break and holidays.

<http://www.dartmouth.edu/~hrs/holidays.html>

www.dartmouth.edu/~hrs/news/winterbreak.index.html