

**TITLE 133**

**PROCEDURAL RULE**

**WEST VIRGINIA HIGHER EDUCATION POLICY COMMISSION**

**SERIES 14**

**TITLE: HOLIDAYS**

**SECTION 1. GENERAL**

- 1.1 Scope – Rule regarding holidays in the state system of higher education
- 1.2 Authority - *West Virginia Code* § 18B-1-6
- 1.3 Filing Date – March 19, 2002
- 1.4 Effective Date – April 19, 2002
- 1.5 Repeals and replaces Title 128, Series 26 and Title 131, Series 26

**SECTION 2. GRANTING POWER**

- 2.1 The Policy Commission hereby directs that the governing board or president of each institution shall determine six holidays which will be observed by the employees of that institution in addition to the six 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, Christmas Day, New Year's Day, and Martin Luther King's Birthday. Six additional days determined by the governing board or 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 as determined and communicated by the president of the institution. The president of the institution may determine that any such additional legal holidays shall be observed

at a future date, if operational needs of the institution require the holiday not be observed on the date proclaimed.

#### **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 of each institution shall submit for information purposes to the Chancellor by June 30 of each year a list of the holidays to be observed at that institution for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus. The Policy Commission will publish a consolidated calendar outlining campus closure dates and holidays, as well as other significant events or deadlines.

#### **SECTION 6. POLICY COMMISSION AND WEST VIRGINIA NETWORK FOR EDUCATIONAL TELECOMPUTING**

- 6.1 The Chancellor shall determine the holiday schedule for the staff of the Policy Commission and WVNET.