



Ohio Administrative Code

Rule 3358:5-5-12 College calendar/holiday pay.

Effective: November 14, 2022

(A) The board shall adopt a two-year calendar in odd-numbered years to include the following holidays.

(1) Ten holidays as determined by the Ohio Revised Code.

(a) Independence day

(b) Labor day

(c) Columbus day holiday observed the day after Thanksgiving

(d) Veterans day

(e) Thanksgiving day

(f) Christmas day

(g) New years day

(h) Martin Luther King day

(i) Presidents day holiday observed during winter break

(j) Memorial day

(k) Juneteenth

(2) The college shall observe a winter break commencing with December twenty-fourth and ending



on January first.

(B) To be paid for a holiday, exempt and non-exempt staff must accrue earnings on their scheduled work day preceding and their scheduled work day following such holiday. Part-time employees shall not be paid for a holiday that falls on a day of the week that they are not normally scheduled to work. Full-time employees whose normal work schedule is other than Monday through Friday and where the holiday falls on the day of the week that they are not normally scheduled to work shall take their first scheduled work day following the holiday as a holiday.

(C) Employees are paid for no more hours for a holiday than those hours they normally work each day.

Employees who work on a holiday will receive "double time" pay (their normal rate of pay times two) for the hours worked that day, up to eight hours maximum.

For example: compensate hours worked on the holiday at twice the employees regular pay rate. For example, the employee worked five hours on Christmas day, calculate double-time pay as follows:
 $\$12/\text{hour} \times 2 = \$24/\text{hour} \times 5 \text{ hours} = \120

(D) When a legal holiday, as noted on the official college calendar, falls in the midst of an employees paid leave (i.e., vacation, sick), the employee shall be paid for the holiday by not having the holiday charged against their accrued leave balance.