



Ohio Administrative Code

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

Effective: [March 18, 2015](#)

(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

(2) The college shall observe a winter break commencing with December twenty-fifth and ending on January first, inclusive of the two holidays.



(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.

(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.