



Board Procedure 400.18: Holidays

Personnel

Faculty holidays are identified in the annual academic calendar. Non-faculty holidays are identified for the following fourteen days:

Table 1. Non-Faculty Holidays and Dates Observed

Holidays	Dates Observed
Independence Day	July 4
Labor Day	1st Monday in September
Veterans Day*	November 11*
Thanksgiving	4th Thursday in November plus prior Wednesday and following Friday
Christmas	December 24 and 25
New Year's	December 31 and January 1
Martin Luther King Jr's Day*	3rd Monday in January*
Presidents' Day*	3rd Monday in February*
Memorial Day	Last Monday in May
Juneteenth	June 19

Unless otherwise designated by district administration, if a listed holiday falls on a Saturday, it will be observed on the previous Friday and if a listed holiday falls on a Sunday, it will be observed on the following Monday.

An alternative day off will be scheduled by the supervisor in lieu of the holiday if an employee is required to work on a day designated as a holiday by the district.

* The District may designate Martin Luther King Jr's Day, Presidents' Day, and Veterans Day to be used as part of the December holiday break.

Veterans Day

Consistent with the requirements of Iowa Code Section 91A.5A, IVCCD will generally approve requests by employees who are veterans for time off as a holiday on Veterans Day, November 11. Since IVCCD pays this as a holiday during holiday break, the employee must use vacation (in the case of non-faculty) or personal leave (in the case of faculty) unless unavailable, then such time will be unpaid.

An employee who wishes to take this holiday must make his or her request known to the supervisor at least 30 days in advance. The veteran will be notified if the time off request will be granted by November 1.

An employee may be asked for proof of veteran status by providing a copy of the federal certificate of release or discharge from active duty or similar federal document that demonstrates his or her eligibility.

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Legal Reference

Iowa Code Section 91A.5A

Related Administrative Rules and Regulations

None

Revision History

November 8, 2017

Formerly Board Procedure 433