



FAIRMONT STATE UNIVERSITY™

Fairmont State University Board of Governors Policy #4

Effective Date: February 21, 2019

TITLE: HOLIDAYS

SECTION 1. GENERAL

- 1.1 Scope: This policy regarding holidays at Fairmont State University
- 1.2 Authority: West Virginia Code § 18B-1-6, and § 2-2-1
- 1.3 Filing Date:
- 1.4 Effective Date:
- 1.5 Repeals and replaces Policy #4 effective date December 5, 2001.

SECTION 2. PURPOSE AND SCOPE

- 2.1 This Rule establishes the guiding principles for setting the holiday schedule for Fairmont State University.

SECTION 3.1. GRANTING POWER

- 3.1 The Fairmont State University Board of Governors hereby delegates to the President the duty to assign, annually, six holidays which will be observed by the employees of the University in addition to the six holidays specified in Series 14 of the West Virginia Higher Education Policy Commission, and Section 4.1 of the policy.

SECTION 4. NUMBER OF FULL HOLIDAYS

- 4.1 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 President as delegated in Section 3.1 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.
- 4.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by University employees if the President determines that the additional legal holiday should be observed by the University's employees.

SECTION 5. LEAVE RELATED TO REDUCTION OF OPERATIONAL COSTS

- 5.1 It has been the practice of Fairmont State University to close the University between Christmas and New Year's and to place several of the six assignable holidays around this interval in order to provide employees an extended leave time and to reduce operational costs.



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- 5.2 In order to facilitate this extended leave time, there may remain two or three days for which employee annual leave is to be taken during this period.

SECTION 6. HALF HOLIDAYS

- 6.1 To provide equity with the Executive Branch of government, the one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on a Tuesday, Wednesday, Thursday, or Friday. These half days are in addition to the twelve provided for in Section 4.1.

SECTION 7. SCHEDULES

- 7.1 Holiday schedules are established and used on a fiscal year basis, announced in May for the ensuing fiscal year.
- 7.2 The President, or his/her designee, shall submit to the Chancellor by June 30 of each year a list of the holidays to be observed for the upcoming fiscal year and shall ensure that the list is posted in appropriate locations on campus.

SECTION 8. DELEGATION

- 8.1 The Board of Governors delegates to the President, or his/her designee, the ability to adopt internal human resources policies and procedures in order to implement the provisions of this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.