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**TITLE: HOLIDAYS FOR ALL EMPLOYEES**

**EFFECTIVE DATE:** January 20, 2015

**LAST REVISION:** Initial\*

Policy No. 205

**PURPOSE**

This policy is to ensure compliance with the rules and policies set forth by the LCTCS Board of Supervisors regarding the holidays for all employees, as set forth in LCTCS policy #6.028, as BRCC is an LCTCS institution.

**SCOPE AND APPLICABILITY**

This policy applies to all full-time and part-time unclassified faculty and staff and classified employees of BRCC.

**POLICY PROVISIONS**

The BRCC Chancellor shall determine which 14 paid holidays will be established and shall cause to be published a Holiday Schedule outlining the 14 paid holidays for the calendar year. Any other state holiday that may be declared by the Governor or named in the Civil Service rules will not be observed by BRCC except as provided in this policy.

For employees on shift assignments or at work during holiday periods, the department head may adjust work schedules or holiday time to provide necessary services. It is intended that the same number of holidays be granted all eligible employees. If a holiday falls on an employee's day off, it will be necessary to provide a "designated holiday" on another day. Applicable Civil Service rules will be followed for compensating classified employees who are required to work on holidays.

**OBSERVANCE OF RELIGIOUS HOLIDAYS**

As a matter of policy and commitment, BRCC does not discriminate against any person on the basis of religion. Faculty and staff unable to work on a religious holiday not included on the published Holiday Schedule because of his or her religious beliefs are to provide that information to their supervisor or department head/chair well in advance. Annual leave, leave without pay or adjusted work schedules will be approved unless doing so creates an unusual burden upon the employing unit.

Additionally, faculty are to excuse any student who is unable, because of his or her religious beliefs, to attend or participate in class work requirements or examinations on religious holidays that fall on scheduled class days provided that a makeup examination of work will not create an unreasonable burden upon the institution. (It is the responsibility of the student concerned to anticipate such conflicts well in advance, to provide that information to their instructor, and to make up the work missed according to a schedule agreed upon with the faculty responsible for the class.)

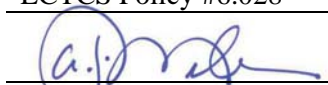


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If at any time this policy conflicts with LCTCS Policy #6.028, LCTCS Policy #6.028 shall prevail.

Source of Policy: La. R.S. 1:55

Related Policy: LCTCS Policy #6.028

Approved by:   
Chancellor Andrea Lewis Miller

Responsible Administrator: Human Resources

LCTCS Policy Reference: #6.028

LCTCS Guideline Reference: Article II, Sect 2

Date: 1/20/2015