

HOLIDAYS

Memphis College of Art will grant holiday time off to all eligible full-time employees on the holidays listed below. The holidays are as follows:

Monday, September 5, 2016	Labor Day
Thursday, November 24, 2016	Thanksgiving Day
Friday, November 25, 2016	Day after Thanksgiving
Wed., Dec. 21, 2016 - Tues., Jan. 3, 2017	Holiday Break
Monday, January, 16, 2017	Martin Luther King, Jr. Day
Monday, May 29, 2017	Memorial Day
Tuesday, July 4, 2017	Independence Day

Eligible employees must work the day before and the day after the holiday to receive holiday pay, unless the employee has received a pre-authorized absence such as a vacation day. If you are out sick on the day before or after a holiday you will not be paid for the holiday unless you provide a doctor's note.

If a recognized holiday falls during your vacation, you will receive pay for that day or an extra day off at the college's option.

If an eligible hourly employee works on a recognized holiday, they will receive holiday pay plus wages at their straight time rate for the hours worked on the holiday (or time and a half his/her base rate if hours are in excess of 40).

Whenever a holiday falls on either Saturday or Sunday, either the preceding Friday or the following Monday will be observed as the holiday.