

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:

2018-2019 Academic Year

September 3, 2018 (Monday) Labor Day

November 21, 2018 Day Before Thanksgiving – This is a day given for gratitude for MCAs employees - their hard work and commitment to the institution.

November 22, 2018 (Thursday) Thanksgiving

November 23, 2018 (Friday) Day After Thanksgiving

December 20, 2018 (Thursday) – January 2, 2019 (Wednesday) Holiday Break – College to reopen for business 8:00 am Thursday January 3, 2019.

January 21, 2019 (Monday) Martin Luther King, Jr. Day

May 27, 2019 (Monday) Memorial Day

July 4, 2019 (Thursday) 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.