



WCCA Board of Governors' Policy

Title: Institutional Holidays and Administrative Closings

Division: Human Resources

Category: Personnel

Reference: Nebraska Revised Statute §85-1511

Number: BP-428

Date of Approval: August 20, 2025

Approval: John P. Stinner, Chair, WCCA Board of Governors

Purpose

To establish a calendar of institutional holidays and administrative closings for the College.

Scope

This policy informs WNCC's academic calendar, and applies to all students and employees of Western Nebraska Community College; faculty will follow the academic calendar approved annually by the Board of Governors.

Policy

WNCC recognizes designated days throughout the fiscal year as institutional holidays or administrative closings to be observed by the College. The College's administrative offices will be closed, and no classes held on the following dates:

Observed Institutional Holidays and Administrative Closings

New Year's Day	January 1
Administrative Closing	Thursday and Friday of Spring Break
Administrative Closing	Spring Holiday (the Friday before the annual Easter holiday)
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Administrative Closing	Wednesday before Thanksgiving starting at noon
Thanksgiving Day	Fourth Thursday in November
Administrative Closing	Friday following Thanksgiving

Christmas Day	December 25
Administrative Closing	Winter Break encompassing the days between Christmas Day and New Year's Day

In addition, the President may declare additional administrative closings at their discretion and in consultation with the Board of Governors and Human Resources.

The College recognizes the existence of other days of religious or civic observation. Staff wishing to observe these days are encouraged to schedule vacation or personal time with their supervisors.

Variations

- When a recognized institutional holiday falls on a Saturday, the preceding Friday is recognized as a holiday.
- When a recognized institutional holiday falls on a Sunday, the following Monday is recognized as a holiday.
- When a recognized institutional holiday falls on a Thursday, the following Friday also will be recognized as a holiday.
- When a recognized institutional holiday falls on a Tuesday, the preceding Monday also will be recognized as a holiday.

Eligibility and Pay

This policy applies to all full-time staff of Western Nebraska Community College. Faculty will follow the academic calendar approved annually by the Board of Governors.

- A. Any holiday falling within a period of an employee's sick, annual, or personal leave with pay shall be considered holiday leave and recorded as such.
- B. Holiday leave may not be used to extend FMLA leave. When a holiday falls during a week in which an employee is taking FMLA for the whole week, the entire week is counted as FMLA leave (e.g., sick, vacation, or personal leave).
- C. When it is necessary for a non-exempt employee to work on a designated institutional holiday or administrative closed day, the employee will be paid the full amount of "College Closed" leave hours plus their regular hourly wage for any hours the employee is required to work. Exempt employees will not be compensated beyond their regular pay.

Procedures

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

Adoption Date and Board of Governors' Minutes Item Number:

2008

August 20, 2025, Item G, 3(b)

Revision Date and Board of Governors' Minutes Item Number:

Prior Policy Number:

415.0600.08 (Holidays)

Schedule for Review:

Divisions/Department Responsible for Review and Update: Human Resources

Sponsoring Division/Department: Human Resources

Repeal Date and Board of Governors' Minutes Item Number:

Cross Reference:

Procedure(s) for Policy: n/a

Related Policies/References: