

Policy 251 - Holidays

Lower Columbia College recognizes the following State legal holidays:

- New Year's Day (January 1st)
- Martin Luther King's Birthday (3rd Monday of January)
- Presidents' Day (3rd Monday of February)
- Memorial Day (last Monday of May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (1st Monday of September)
- Veterans' Day (November 11th)
- Thanksgiving Day (4th Thursday in November)
- Native American Heritage Day (Friday immediately following the 4th Thursday in November)
- Christmas Day (December 25th)

Whenever a holiday falls on a Sunday, the following Monday shall be considered a legal holiday. When a holiday falls on a Saturday, the preceding Friday shall be considered a legal holiday. Eligible employees must be in pay status for their entire work shift on the workday preceding the holiday in order to be credited with holiday pay.

251.1 Holidays for Reasons of Faith or Conscience

College employees are entitled to two unpaid holidays per calendar year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. An employee may take their unpaid holidays on the specific days desired unless an employee's absence would impose an undue hardship on the college or the employees are necessary to maintain public safety. Undue hardship is defined by WAC 82-56-020.

Employee seniority will not be impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal. The employee may choose to use paid leave in lieu of leave without pay if they have paid leave available to them.

Employees shall request the holiday for reason of faith or conscience at least two-weeks in advance of any desired holiday unless the purpose of the holiday was not known until later. Employees shall request unpaid holidays following the same procedure as requesting any other leave.

Historic Information

- Approved: October 26, 2022
- Campus Review: October 10-25, 2022
- Reviewed by Governance Council: October 5, 2022
- Reviewed by WFSE: August 16, 2022
- Reviewed by the Executive Leadership Team: July 13, 2022
- Reviewed by Executive Leadership Team-No Changes Needed: June 19, 2019
- Approved: November 24, 2014
- Campus Review: November 17-December 1, 2014
- Reviewed by the Executive Leadership Team: October 27, 2014

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 1.16.050 (app.leg.wa.gov/rcw/default.aspx?cite=1.16.050)	"Legal holidays" and "legislatively recognized days"	VP of HR and Legal Affairs
WAC 82-56-020 (apps.leg.wa.gov/WAC/default.aspx?cite=82-56-020)	Definition of Undue Hardship	
WAC 357-31-010 (apps.leg.wa.gov/wac/default.aspx?cite=357-31-010)	Which Employees Qualify for Holiday Compensation	