



## **WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS RULE 3.2 HOLIDAYS**

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**Effective Date:** July 29, 2002

**Revision History:** July 29, 2002, June 7, 2023; Prior BOG Policy 6

**President's Signature:** On file

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### **SECTION 1: Purpose and Scope.**

1.1 This Rule establishes the guiding principles for setting the holiday schedule for West Liberty University.

### **SECTION 2: Granting Power.**

2.1 The President of West Liberty University shall determine six holidays which will be observed by all employees of the institution in addition to the six holidays specified in Section 3.1 below consistent with rules of the Higher Education Policy Commission.

### **SECTION 3: Number of Full Holidays.**

3.1 The number of full holidays shall be twelve, plus additional days for any statewide, primary, or general election. Specified holidays shall include Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King Day. Six additional days determined by the President as provided in Section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.

3.2 Proclamation of additional legal holidays by the President of the United States, Governor, or other duly constituted authority may be observed by employees as determined and communicated by the President of West Liberty University. The President of West Liberty University may determine that any such additional legal holidays shall be observed at a future date, if operational needs of the institution require the holiday not be observed on the date proclaimed.

### **SECTION 4: Half Holidays.**

4.1 As specified in the regulations of the Division of Personnel for agencies of the Executive Branch of state government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday.

### **SECTION 5: Schedules.**

5.1 Holiday schedules are to be established and used on a fiscal year basis.

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- 5.2 The President shall submit for information purposes to the West Liberty University Board of Governors and the Chancellor by June 30 of each year a list of the holidays to be observed at West Liberty University for the upcoming fiscal year and shall assure that the list is posted in appropriate locations on campus.
- 5.3 Should a recognized holiday occur during an approved vacation period, the Holiday will not be charged as a day of vacation leave.
- 5.4 When an employee is required to work on any designated Board or institution holiday, that employee at his/her option shall receive regular pay for the number of hours actually worked on that holiday plus substitute time off or additional pay at the rate of one and one-half (1 ½) times the number of hours actually worked on the holiday. This applies only to designated holidays as listed on the Institutional Holiday Calendar.
- 5.5 A designated holiday must be part of an employee's regular work schedule to be eligible for holiday pay. For example, if the holiday falls on Monday and the employee's regular schedule is Tuesday through Saturday, then the employee is not eligible for holiday pay.

### **SECTION 6: Authority.**

- 6.1 W.Va. Code §§18B-1-6, 18B-2A-4, 2-2-1.