

HOLIDAYS AND WORK DAYS

Recognized Holidays

- Labor Day
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Spring Break
- Good Friday
- Memorial Day
- Independence Day

Work Days

- Less than 12-month Faculty
 - All College Day convocation through last day of the semester, including Commencement
- Division Directors and Department Chairs
 - As per employment contract
- 12 Month Faculty and Staff
 - All days the College is open for business

There is an expectation that all full-time faculty and professional staff attend at least one of the College Commencement ceremonies annually. (See Commencement Participation policy.) College offices are customarily open from 8:00 a.m. - 6:00 p.m., Monday through Thursday and 8:00 a.m. -12:00 p.m. (noon) on Friday, except on designated holidays. Individual offices are permitted to make modifications to the 8:00 a.m. - 6:00 p.m. standard with the consent of the responsible administrator. During the summer, College offices are customarily open Monday through Thursday and 7:30 a.m. -6:00 p.m., except on designated holidays.

Optional breaks should be kept to 10-15 minutes in length-one each half-day-with the break occurring in the middle of the half-day period. The break cannot be used at the start or end of the workday.

The lunch break is a minimum of 30 minutes each workday and is required for non-exempt staff members who work a minimum of 6 consecutive hours during the workday. The lunch break is to be taken in the middle of the workday and cannot be used at the start or end of the workday.

CANCELLATION OF WORK DAY

The President of the College will be responsible for making the final decision on canceling a workday due to bad weather, national tragedy, or other reasons. As soon as a decision has been made it will be relayed to staff personnel through mass media communication, the Leopard Alert emergency notification system, social media, and the Temple College Emergency Hotline-- 254-298-8439.

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