

GCCC Policy Add Template

Category: Personnel

Division: HUMAN RESOURCES

Department: [Click here to enter text.](#)

Policy Title: HOLIDAYS

Policy Statement: The holiday calendar is approved annually by the President of the college. An employee on leave without pay prior to a paid holiday will not be eligible for that paid holiday benefit. Employees are required to exhaust all paid leave before beginning leave without pay. Employees on leave without pay will not accrue vacation day for the month.

Procedures: [Click here to enter text.](#)

Contacts: Director of Human Resources

Approved Date: 1/1/2016

Policy History: 10/28/13, 12/23/13

Keywords: Holidays

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