

College Shut-Down

The College closes the facilities from Christmas Eve through New Years Day. For those days that are not already paid holidays, the following will occur:

- For full-time staff who should have worked each day, the time will be considered paid leave.
- For those employees who are on academic break, or would not have normally worked these days, the time off is without pay.
- Part-time regularly scheduled employees will receive pay for only those days they would have normally been scheduled to work according to a pro-rated amount.
- For those employees who may be required to work, normal pay at your regular rate will be given for hours worked, with an equal number of hours, up to a maximum of 8 hours per day, to be taken at a later date.