

Colorado College Administrative Calendar July 1, 2020 - June 30, 2021

Holiday (college is closed)	Date <i>Hourly employees receive their regular rate of pay on their regularly scheduled days</i>	Earn Code	Rate of Pay IF REQUIRED TO WORK		
			Regular (see note 1 on back)	2x (see note 2 on back)	2.5x (see note 3 on back)
Independence Day	Recognized Friday, July 3, 2020	H	•		
Thanksgiving	Wednesday, November 25, 2020	H		•	
	Thursday, November 26, 2020	H			•
	Friday, November 27, 2020	H		•	
Winter Break	Friday, December 18, 2020	WB		•	
	Saturday, December 19, 2020	WB		•	
	Sunday, December 20, 2020	WB		•	
	Monday, December 21, 2020	WB		•	
	Tuesday, December 22, 2020	WB		•	
	Wednesday, December 23, 2020	WB			•
	Thursday, December 24, 2020	H		•	
	Friday, December 25, 2020	H		•	
	Saturday, December 26, 2020	WB		•	
	Sunday, December 27, 2020	WB		•	
	Monday, December 28, 2020	WB		•	
	Tuesday, December 29, 2020	WB		•	
	Wednesday, December 30, 2020	WB			•
	Thursday, December 31, 2020	H		•	
	Friday, January 1, 2021	H		•	
Saturday January 2, 2021	WB		•		
Sunday, January 3, 2021	WB		•		
Memorial Day	Monday, May 31, 2021	H			•

Events/Key Dates

Return from Summer Schedule	Monday, August 17, 2020
Fall Conference	TBD
Fall Break (for students only)	Friday, November 20, 2020 thru Sunday, November 29, 2020
2021 Return	Monday, January 4, 2021
Spring Conference	TBD
Spring Break (for students only)	Friday, March 19, 2021 thru Sunday, March 28, 2021
Commencement 2021	Sunday, May 23, 2021
CC Employee Year-End Appreciation	Thursday, June 3, 2021
Summer Schedule (9 mo)	Thursday, June 3, 2021 thru Sunday, August 15, 2021

Pay

Full- and part-time benefit-eligible exempt and hourly staff are paid their regularly scheduled hours at their regular rate of pay.

All hourly staff enter hours in timesheets using the appropriate EARN CODES. **H**=Holiday Leave, **WB**=Winter Break Leave, if worked=Regular Earnings

Exempt staff who are required to work are able to take time off at a later date with supervisor approval.

Winter Break Pay (inclusive of 4 holidays)

- This benefit is a total of 11 paid days off.
- The payroll department will provide information to enter into hourly timesheets.
- Staff must return to work for at least 5 days following winter break to be eligible for this benefit.
- Supervisors and department heads will inform staff of their return date if it is earlier than January 4, 2021, and if they are required to work during winter break.

Full- and part-time benefit-eligible hourly staff WHO ARE REQUIRED TO WORK are compensated as follows:

1. Independence Day – Regular rate of pay and given equivalent time off during the next pay period or an agreed upon future date within the current fiscal year.
2. Wednesday before and Friday after Thanksgiving, Christmas Eve, New Year's Eve, winter break (other than Christmas Day and New Year's Day) – Regular rate of pay for regularly scheduled hours plus one times regular rate for hours worked OR given equivalent time off during the next pay period or an agreed upon future date within the current fiscal year. **The immediate supervisor will determine which option is selected.**
3. Memorial Day, Thanksgiving Day, Christmas Day, New Year's Day – Regular rate of pay for regularly scheduled hours plus one and a half times regular rate for hours worked OR given equivalent time off during the next pay period or an agreed upon future date within the current fiscal year. **The immediate supervisor will determine which option is selected.**
4. Items #2 and #3 apply up to 11 days over winter break (inclusive of 4 holidays).

Summer Schedule

- Dates may be different for academic offices based on arrangements made with the Dean's Office.
- Staff are expected to follow their established work schedules.
- Hourly staff will not be asked to work more than their regularly scheduled number of hours per year though may be asked to work in a more flexible manner to meet the needs of the department.
- Changes to the work schedule must stay within the established budget for the position.
- Any changes to the established work schedule must be discussed with Human Resources prior to implementation.