

**Colorado College Administrative Calendar
July 1, 2025 - June 30, 2026**

Holidays <i>CC is closed</i>	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		
			<i>Regular (see 2nd page)</i>	<i>2x (see 2nd page)</i>	<i>2.5x (see 2nd page)</i>
Independence Day	Recognized Friday, July 4, 2025	H	•		
Fall Break	Monday, November 24, 2025	FB		•	
	Tuesday, November 25, 2025	FB		•	
	Wednesday, November 26, 2025	H		•	
	Thursday, November 27, 2025	H			•
	Friday, November 28, 2025	H		•	
Winter Break	Saturday, December 20, 2025	WB		•	
	Sunday, December 21, 2025	WB		•	
	Monday, December 22, 2025	WB		•	
	Tuesday, December 23, 2025	WB		•	
	Wednesday, December 24, 2025	H		•	
	Thursday, December 25, 2025	H			•
	Friday, December 26, 2025	WB		•	
	Saturday, December 27, 2025	WB		•	
	Sunday, December 28, 2025	WB		•	
	Monday, December 29, 2025	WB		•	
	Tuesday, December 30, 2025	WB		•	
	Wednesday, December 31, 2025	H		•	
	Thursday, January 1, 2026	H			•
	Friday, January 2, 2026	WB		•	
	Saturday, January 3, 2026	WB		•	
Sunday, January 4, 2026	WB		•		
Spring Break	Wednesday, March 18, 2026	SB		•	
	Thursday, March 19, 2026	SB		•	
	Friday, March 20, 2026	SB		•	
Memorial Day	Monday, May 25, 2026	H			•

Events & Key Dates

Return from Summer Schedule	Monday, August 11, 2025
Fall Break (for students only)	Saturday, November 22, 2025 thru Sunday, November 30, 2025
Fall Break (all staff)	Monday, November 24, 2025 thru Friday, November 28, 2025
2026 Return (all staff)	Monday, January 5, 2026
Spring Break (for students)	Thursday March 12, 2026 thru Sunday March 22, 2026
Spring Break (all staff)	Wednesday March 18, 2026 thru Friday March 20, 2026
Commencement 2026	Sunday, May 17, 2026
Nine Month Schedule (staff with summers off)	Monday, August 11, 2025 through Wednesday May 13, 2026

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, **FB**= Fall Break Leave, **WB**=Winter Break Leave, **SB**=Spring 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.

Fall Break

- CC will close for a 5 day fall break, which includes the Thanksgiving holiday.

Winter Break Pay (inclusive of 4 holidays)

- This benefit is a total of 10 paid days off for employees who regularly work 5(+) days a week.
- 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 6, 2026, and if they are required to work during winter break.

Spring Break

- CC will close for a 3 day spring 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. Monday, Tuesday, Wednesday before and Friday after Thanksgiving, Christmas Eve, New Year's Eve, winter break (other than Christmas Day and New Year's Day) and spring break – 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 10 days over winter break (inclusive of 4 holidays).

Schedule for Nine Month Employees

- 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.