

## Colorado College Administrative Calendar July 1, 2021 - June 30, 2022

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 <i>IF REQUIRED TO WORK</i>		
			Regular (see note on back)	2x (see note on back)	2.5x (see note on back)
Independence Day	Recognized Monday, July 5, 2021	H	•		
Fall Break	Monday, November 22, 2021	FB		•	
	Tuesday, November 23, 2021	FB		•	
	Wednesday, November 24, 2021	H		•	
	Thursday, November 25, 2021	H			•
	Friday, November 26, 2021	H		•	
Winter Break	Thursday, December 23, 2021	WB		•	
	Friday, December 24, 2021	H		•	
	Saturday, December 25, 2021	H			•
	Sunday, December 26, 2021	WB		•	
	Monday, December 27, 2021	WB		•	
	Tuesday, December 28, 2021	WB		•	
	Wednesday, December 29, 2021	WB		•	
	Thursday, December 30, 2021	WB		•	
	Friday, December 31, 2021	H		•	
	Saturday, January 1, 2022	H			•
Sunday, January 2, 2022	WB		•		
Memorial Day	Monday, May 30, 2022	H			•
Relief Leave	EE discretion; one in fall; one in spring (as with all leave, requires supervisor approval)	RL	•		

### Events/Key Dates

Return from Summer Schedule	Monday, August 16, 2021
Fall Break (for students only)	Thursday, November 18, 2021 thru Sunday, November 28, 2021
Fall Break (all staff)	Monday, November 22, 2021 thru Friday, November 26, 2021
Relief Leave (staff)	Staff may use two days of Relief Leave (floating holidays) one in the fall and one in the spring (coded as Relief Leave)
2022 Return	Monday, January 3, 2022
Spring Break (for students only)	Thursday March 17, 2022 thru Sunday March 27, 2022
Commencement 2022	Sunday, May 22, 2022
CC Employee Year-End Appreciation	Tuesday, May 24, 2022
Summer Schedule (9 mo)	Monday, August 16, 2021 through Tuesday, May 24, 2022

## 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, **RL**=Relief 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 – the college will close this year for the full week of fall break, which includes the Thanksgiving holiday.

### Winter Break Pay (inclusive of 4 holidays)

- This benefit is a total of 7 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 3, 2022, and if they are required to work during winter break.

### Relief Leave (RL)

Staff will have two additional days off (coded as Relief Leave on timesheets/leave reports). One day may be taken in fall 2021 and one in spring 2022.

### **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) – 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 7 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.