

# Colorado College Administrative Calendar

## July 1, 2024 - June 30, 2025

<b>Holiday</b> (college is closed)	<b>Date</b> <i>Hourly employees receive their regular rate of pay on their regularly scheduled days</i>	<b>Earn Code</b>	<b>Rate of Pay <i>IF REQUIRED TO WORK</i></b>		
			Regular (see note on back)	2x (see note on back)	2.5x (see note on back)
Independence Day	Recognized Thursday, July 4, 2024	H	•		
Fall Break	Monday, November 25, 2024	FB		•	
	Tuesday, November 26, 2024	FB		•	
	Wednesday, November 27, 2024	H		•	
	Thursday, November 28, 2024	H			•
	Friday, November 29, 2024	H		•	
Winter Break	Monday, December 23, 2024	WB		•	
	Tuesday, December 24, 2024	H		•	
	Wednesday, December 25, 2024	H			•
	Thursday, December 26, 2024	WB		•	
	Friday, December 27, 2024	WB		•	
	Saturday, December 28, 2024	WB		•	
	Sunday, December 29, 2024	WB		•	
	Monday, December 30, 2024	WB		•	
	Tuesday, December 31, 2024	H		•	
	Wednesday, January 1, 2025	H			•
	Thursday, January 2, 2025	WB		•	
	Friday, January 3, 2025	WB		•	
	Saturday, January 4, 2025	WB		•	
	Sunday, January 5, 2025	WB		•	
Spring Break	Wednesday, March 19, 2025	SB		•	
	Thursday, March 20, 2025	SB		•	
	Friday, March 21, 2025	SB		•	
Memorial Day	Monday, May 26, 2025	H			•

CC Employee Year-End Appreciation Event	May 20, 2024
Return from Summer Schedule	Monday, August 12, 2024
Fall Break (for students only)	Saturday, November 23, 2024 thru Sunday, December 01, 2024
Fall Break (all staff)	Monday, November 25, 2024 thru Friday, November 29, 2024
2025 Return (all staff)	Monday, January 6, 2025
Spring Break (for students)	Thursday March 13, 2025 thru Sunday March 23, 2025
Spring Break (all staff)	Wednesday March 19, 2025 thru Friday March 21, 2025
Commencement 2025	Sunday, May 18, 2025
Nine Month Schedule (staff with summers off)	Monday, August 12, 2024 through Wednesday May 14, 2025

## **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 and Spring Break** – the college will close this year for fall break, which includes the Thanksgiving holiday and three days of spring break. This benefit is a total of 8 days of paid leave.

### **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, 2025, 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. 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.