



Northern Marianas College Procedure

Procedure No.: 5010.9 Procedure Title: Holiday Pay; Eligibility for Benefits
 Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
 Office of Origin: Human Resources Office
 Procedure Approval Authority: President *[Signature]*
 Board Policy No. Associated with this Procedure: 5010
 This Procedure Supersedes/Replaces: NMC Board Policy 4006

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description The College will provide benefits to employees qualified according to this procedure.

Areas of Responsibility Eligibility for benefits will be determined by the Human Resources Office in accordance with this procedure

- Procedure details** **Holiday Pay**
- A. When a holiday is observed in the CNMI, all full-time employees shall be granted eight hours of leave with pay, regardless of the days or hours that constitute the workweek.
 - B. If the holiday falls on an employee's regular workday and the person is required to work, he/she shall be credited with special compensatory leave equal to the time worked on the holiday, not to exceed eight hours. Any time required and worked on the holiday in excess of the person's regular work hours shall be credited as regular compensatory time for excluded persons, and shall be counted as part of an included individuals' forty-hour workweek and therefore, must be considered as over- time.
 - C. If a holiday falls on the employee's regular day off and the employee is not required to work, the employee shall be credited with special compensatory leave equal to the number of hours in the regular work- day not to exceed eight hours.
 - D. If the holiday falls on a regular day off and the employee is required to work, the number of hours worked on the holiday shall be counted as hours worked and the employee shall also be credited with special compensatory

leave on an hour-for-hour basis not to exceed eight hours.

- E. An employee who is on leave of absence without pay, and therefore is in a non-pay status for the entire day before a holiday, shall not be eligible to receive payment for such holiday or any other holiday that occurs while the employee is on such leave.
- F. If a holiday occurs while an employee is on approved annual or sick leave, that day is not to be charged as annual or sick leave. The time card, leave request, and leave record must be amended, reducing the amount of annual or sick leave used. All records are to reflect that the holiday was taken.

Eligibility for Benefits

Full-time employees of the College shall be eligible for all employee benefits enumerated by College policy and/or procedure including without limitation, leave and insurance.

Part-time employees of the College regularly assigned more than thirty (30) hours of work per week shall be entitled to participate in the College's medical and dental insurance programs in accordance with the terms and conditions thereof, but shall not be eligible for other benefits such as holiday pay, leave, professional development etc.