

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY #8**

**HOLIDAYS
West Virginia University and Regional Campuses**

Section 1. General.

- 1.1. Scope. -- Rule regarding holidays in the institutions under the West Virginia University Board of Governors.
- 1.2. Authority. -- W. Va. Code §§18B-1-6, 2-2-1
- 1.3. Effective Date. – September 6, 2002

Section 2. Granting Power.

- 2.1. The West Virginia University Board of Governors hereby directs that the president of each institution shall determine six (6) floating holidays which will be observed by the employees of that institution in addition to the six (6) holidays specified in Section 3.1 of this rule.

Section 3. Number of Holidays.

- 3.1. The number of full holidays shall be twelve (12), plus additional days for any election day (primary or general) held throughout the State. Days taken shall include Martin Luther King Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. Six additional days determined by the president of each institution as provided in Section 2.1 shall also be taken. If a specified holiday falls on a Saturday or Sunday, the preceding Friday or the following Monday will be observed as the legal holiday.
- 3.2. Proclamation of additional legal holidays by the president of the United States, governor, or other duly constituted authority may be observed by employees of West Virginia University Board of Governor's Institutions only when communicated through the HEPC chancellor's office to the President of West Virginia University.

Section 4. Half Holidays.

- 4.1. To provide equity with the Executive Branch of government, one-half day preceding Christmas or New Year's Day shall be a holiday when Christmas or New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday. These days will be scheduled at the discretion of each president giving due consideration to operational needs of the institution.

Section 5. Schedules.

- 5.1. Holiday schedules are to be established and used on a fiscal year basis.
- 5.2. The president of each institution shall submit to the Board of Governors by June 30 of each year and shall post on campus a list of the holidays to be observed at that institution for the upcoming fiscal year.