



**ADMINISTRATIVE
REGULATION AND
PROCEDURE**

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| Title: COMPENSATING DAYS FOR PAID HOLIDAYS WHICH OCCUR ON WEEKENDS | Code: CC1001 |
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Policy Reference: C0900, Employee Compensation and Benefits, C0507, Summary of Nonrepresented Employee Benefits

Non-teaching employees of Milwaukee Area Technical College will be granted a compensating personal holiday for any holiday which occurs on a weekend provided that it is a holiday for which the employee would be paid if it occurred on a weekday.

Such compensating personal holidays must be arranged through and approved by an employee's immediate supervisor and they must be taken before the end of the fiscal year in which they were earned. They may not be taken in less than one-half day increments.

A compensating personal holiday may not be taken before the respective holiday occurs except that, with the prior approval of an employee's immediate supervisor, compensating personal holidays for the day before New Year's Day and for New Year's Day could be taken during the week which precedes them. Also, if July 4 occurs on a weekend, the preceding Friday could be approved by an employee's supervisor as the compensating personal holiday.

Office of Responsibility: Human Resources Department
Last Reviewed: Mar-2022