

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 6.028**

---

**Title: Holidays for All Employees**

---

Authority: Board Action

Original Adoption: 12/11/2002

Effective Date: 12/11/2002

Last Revision: 12/03/2025

---

**I. PURPOSE**

To set forth the Louisiana Community and Technical College System's (LCTCS) holiday policy for holiday eligible employees, provide clarification of policy regarding work during holiday periods and to outline the LCTCS policy regarding observance of religious holidays not included in the LCTCS holiday schedule.

**II. HOLIDAY POLICY**

LCTCS adopts the provision of La R.S.1:55, which states: "Each institution of higher education in the state, through a representative appointed by it, shall designate a maximum of fourteen (14) legal holidays per calendar year to be observed by all of its employees." The fourteen (14) holidays must fall within the employment period. For example, nine (9) month employees whose employment is typically mid-August through mid-May are ineligible for holiday pay from mid-May to mid-August, when they are not employed.

The LCTCS President and each Chancellor shall determine which of the 14 paid holidays will be established, and each shall publish a holiday schedule. Any other state holiday declared by the Governor or named in the Civil Service rules will not be observed by the LCTCS except as provided in this policy.

For employees on shift assignments or work during holiday periods, the supervisor may adjust work schedules or holiday time to provide necessary services. If a holiday falls on an employee's day off, it will be necessary to provide a "designated holiday" on another day. Applicable Civil Service rules will be followed to compensate classified employees who are required to work on holidays.

**III. OBSERVANCE OF RELIGIOUS HOLIDAYS**

As a matter of policy and commitment, LCTCS does not discriminate against any person based on religion. Faculty and staff unable to work on a religious holiday not included on the published holiday schedule because of their religious beliefs are to provide information to their supervisor well in advance. Annual leave, leave without pay or adjusted work schedules will be approved unless doing so creates an unusual burden upon the employing unit.