

West Virginia University at Parkersburg Board of Governors

**POLICY B-08  
HOLIDAYS**

**Section 1. General.**

- 1.1. Scope. -- Rule regarding holidays under the West Virginia University at Parkersburg Board of Governors.
- 1.2. Authority. -- W. Va. Code §18B-1-6, [W.Va. C.S.R. § 135-14](#) (CCTCE Series 14)
- 1.3. Effective Date. – July 28, 2020  
(Replaces version dated September 6, 2002, which was transferred from WVU Board of Governors on July 1, 2008)

**Section 2. Granting Power.**

- 2.1. The West Virginia University at Parkersburg Board of Governors hereby directs that the president shall determine six (6) holidays which will be observed by the employees of WVU at Parkersburg 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 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 at Parkersburg as determined and communicated by the president or designee.

**Section 4. Half Holidays.**

- 4.1. Pursuant to [W.Va. C.S.R. § 135-14](#), which provides 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 the 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 or designee shall assure that a list of the holidays to be observed at the institution for the upcoming fiscal year is posted in appropriate locations on campus including, but not limited to, the institution's website.