ANOKA RAMSEY COMMUNITY COLLEGE
Employee Holiday Leave Procedures

Bargaining Unit	Emergency Employees	Temporary Employees	Intermittent Employees	Part-time Employees	Full-time Employees
AFSCME (202 - 207)	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.
MAPE (214)	Not eligible for holiday pay.	Only Temporary Unclassified employees are eligible for holiday pay, if appointed for a period in excess of 6 months.	Only Temporary Unclassified employees on an intermittent appointment are eligible for holiday pay, if appointed for a period in excess of 6 months.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.
MMA (216)	Not eligible for holiday pay.	Not eligible for holiday pay.	Not eligible for holiday pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.
Commissioner's Plan (217)	Not eligible for holiday pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday on an appointment of greater than 6 months.	Not eligible for holiday pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.
MNA (205)	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.	Eligible intermittent nurses shall receive holiday pay if they work the day before and the day after the holiday or work on the holiday.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.
MnSCU Administrators (220)	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.	N/A	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.
Managerial Plan (220)	Not eligible for holiday pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday. Computed at the employee's normal day's pay.	Eligible for holiday pay, if on payroll status on the normal workday immediately preceding and following the holiday.
UTCE (224)	N/A	N/A	N/A	N/A	N/A

* This guideline to be used as a reference sheet. For specific information pertaining to the proper use, please refer to your specific bargaining unit's contract or contact the Human Resources Department.